



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC MINUTES

TUESDAY 18 DECEMBER 2018

DOUG LINDSAY RECREATION RESERVE

LUTTET STREET

CRESWICK

6:00PM

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MINUTES

TUESDAY 18 DECEMBER 2018

Doug Lindsay Recreation Reserve

Luttet Street, Creswick

Commencing 6:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
18 DECEMBER 2018

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We would like to acknowledge we are meeting on Jaara people country, of which members and elders of the Dja Dja Wurrung community and their forebears have been custodians for many centuries.

On this land, the Jaara people have performed age old ceremonies of celebration, initiation and renewal.

We acknowledge their living culture and their unique role in the life of this region.

2. SAFETY ORIENTATION

Emergency exits and convenience facilities at the venue to be highlighted to members of the public in attendance.

3. OPENING OF MEETING

PRESENT: Cr Don Henderson, Cr Kate Redwood AM, Cr John Cottrell, Cr Greg May, Cr Fiona Robson, Cr Neil Newitt, Cr Sebastian Klein (arrived at 6.10 pm)

IN ATTENDANCE: Mr Evan King Chief Executive Officer, Mr Steve Millard Acting General Manager Community and Corporate Services, Mr Bruce Lucas General Manager Infrastructure, Justin Fiddes Manager Development and Community Safety, Ms Katherine Toom Coordinator Governance and Information, Ms Rebecca Smith Governance and Information Officer

STATEMENT OF COMMITMENT

“WE THE COUNCILLORS OF HEPBURN SHIRE
DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION
TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS
OF THE COMMUNITY
AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS
OF THE CODE OF GOOD GOVERNANCE
SO THAT WE MAY FAITHFULLY REPRESENT

AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE
PEOPLE OF HEPBURN SHIRE"

4. **APOLOGIES**

Nil

5. **DECLARATIONS OF CONFLICTS OF INTEREST**

Cr Sebastian Klein declared an indirect interest – conflicting duty on item 12.5 as an organisation he works for provides contact advice to the Solar Savers Program.

Cr Greg May declared an indirect interest – close association on item 12.6 as his brother is a member of the advisory group for the premium produce project.

6. **CONFIRMATION OF MINUTES**

RECOMMENDATION

6.1.1. That the Minutes of the Ordinary Meeting of Council held on 20 November 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

MOTION

6.1.1. *That the Minutes of the Ordinary Meeting of Council held on 20 November 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.*

Moved: Cr John Cottrell

Seconded: Cr Kate Redwood AM

Carried

7. **NOTICES OF MOTION**

Nil

8. **ITEMS OF URGENT BUSINESS**

Nil

9. **PRESENTATION OF COUNCILLOR REPORTS**

MAYOR'S REPORT

Councillor Don Henderson, Creswick Ward

No written report has been provided.

COUNCILLOR REPORTS

Councillor Fiona Robson, Birch Ward

I had a privilege of attending the Daylesford Show and meeting with organisers and hearing about the plans for the future. There are some new committee members and new ideas and I am excited about the possibilities for this long-standing event.

I also enjoyed the Highland Gathering, another long-standing community event run by dedicated volunteers.

I am pleased to have joined the volunteers of our Daylesford and Trentham Visitor Information Centres to celebrate another fantastic year. Our volunteers are an essential part of our council and it is wonderful to celebrate with them.

The launch of "Libraries Change Lives" was a lot of fun and a credit to our wonderful librarians.

This time of year provides many opportunities to celebrate. The talent and hard work of our young people and their teachers and supporters were beautifully showcased in the performances by Sprung Circus and Inside Out Dance Theatre.

Our Council's Student Citizenship Awards are a wonderful way to acknowledge the important contributions of our young people and encourage them to continue their great work.

It has been a pleasure to speak with people that have approached me to learn more about being a councillor. There are two years until the next election and it's great to hear that people are thinking about nominating. I encourage people to explore whether being a councillor appeals to them as I believe widespread participation and engagement is positive for our democracy and our community.

Councillor John Cottrell, Holcombe Ward

Disability Access Committee (DAC)

As Chairman of the Disability Access Committee (DAC) I advise that the DAC held its 1st meeting in Clunes on 3rd December – under the professional guidance of Deb Weston.

The DAC comprises a group of people with lived experience of a disability and professional expertise.

Their objective is to two-found:

1. To work with Council to address barriers to access and inclusion issues in the community, and provide Council with strategic advice, information and advocacy to create a more socially inclusive and accessible environment for people with a disability, their family and carers, and
2. To help Council monitor the progress and implementation of the 2018-2022 Disability Access and Inclusion Plan.

Our CEO, Evan King presented to the Committee - and made clear that Council and the public are relying on the Committee to provide access advice and put forward ideas. Importantly, Evan wanted the group to understand the processes of getting items passed through Council.

At the meeting a wide range of issues were highlighted to be addressed at future meetings – including:

- Australian Standards - 'minimum standards' for design and construction – Committee members outlined how minimum standards often fall short of acceptable 'operational standards' – citing difficulties with the accessible toilets constructed at Clunes and Lake Daylesford, and access problems with toilets at the Daylesford Neighbourhood Centre
- Accessible Parking and Street Cross-over:
 - o Acknowledging the good Kerb ramp design and implementation at new road crossings in Hepburn, and the need for the roll-out across the Shire
 - o Fraser Street Clunes: Propose a centrally located combined Accessible Parking and Street Cross-over
 - o Trentham: Issues with location at the Neighbourhood Centre
 - o Daylesford: Need for improved accessibility parking / footpath access in Vincent Street and surrounding central precinct

- Access to premises – conduct an inspection/audit of disability access in commercial and community buildings across the Shire.
- Accessible housing design

Audit and Risk Advisory Committee (ARAC) - 26th November

- Rex - Project Audit, Planning and Progress
- Year To Date Financial Report
- Statement Of Capital Works
- Compliance Obligations Report
- Register - Strategic Risk Assessment

Glenlyon Recreation Reserve Committee (S86) – 28th November

Drummond Hall Committee (S86) – 30th November

Glenlyon Progress Association (GPA) – 3rd December

MAV – Professional Development Reference Group (PDRG) – 6th December

Council Strategic Briefing – 11th December

Staff End of Year Function – 14th December 28th November

Councillor Neil Newitt, Cameron Ward

No written report has been provided.

Councillor Kate Redwood AM, Birch Ward

I represented Council at the Daylesford Agricultural Show and was honoured to open the event in its 165th year. The Show was very well organised but poorly patronised both with regard to entries and spectators. I know the new Chairman, Don Harvey is keen to breathe new energy into the Show and I have undertaken to be on the program sub- committee for 2019. Council officer assistance to the running of the show this year and over many years was recognised and appreciated.

The following weekend was the Highland Gathering, also held at Vic Park. This year weather was a positive factor, and the Show recorded record takings. Once again Council support was recognised in the running of this event – the need for renewal in committee members was a continuing theme. The youngest member of the Highland Gathering committee is 76. As a side benefit, the Girl Guide's Mentors Breakfast

Committee did the catering for the Highland Gathering and made \$1900. A lot of money from slices and 3 point sandwiches.

Presentation of Citizenship Awards to all schools in the Shire is one of the most positive ways that Council is visible in schools. I was honoured to present Citizenship Awards for Daylesford Primary, St Michaels, and later this week will present an Award for Hepburn Springs Primary.

With regard to Council Committees:

There is a deal of work happening for International Women's Day at present, with the break with tradition planned for 2019 in a number of respects. The event will be held in Creswick for the first time in the 14 year history of the event, and will involve themed entertainment. The Nominations Panel has completed its assessment of the 9 nominations for the Heather Mutimer Hepburn Honour Roll for Women. Panel recommendations will be presented to the January Council meeting for decision. I would like to thank the members of the Nomination Panel – Judy Henderson, Kathy Watt and Jenny Beacham.

The Mineral Springs Advisory Committee met to consider a draft program of capital works for the next three years and subsequently held its last meeting in this cycle as the term of members has been completed. I would like to thank the members of the committee Andrew Shugg, Bill Guest and Lisa Rodier for their conscientious and expert advice which has been of assistance to Council over the last 3 years. Their contribution to the very extensive work to upgrade the Hepburn Springs Reserve, the Daylesford Lake, and the planning of work now being undertaken at Jubilee Lake Reserve is commended. Last week, Cr Fiona Robson, Mr Bruce Lucas and I met with nominated community stakeholders regarding the replacement of the pavilion in Central Springs Reserve. The discussion of preferred options for the badly damaged building which sits on a difficult site was helpful. The next step is to release a proposal for a new pavilion in the Reserve on the original site on the west side of the creek, for wider community comment. Construction of the new pavilion is funded in this year's Council budget.

I attended the White Ribbon Committee BBQ held in Trentham to promote the White Ribbon movement, along with a number of Council staff. I understand that the Committee is now looking at the options for the next major leap forward in recognising the scourge of family violence and the measures that can be taken to reduce violence of all kinds in families. There are some great ideas being put forward.

Along with the CEO and Mr Lucas, I attended the meeting of the Public Art Panel touring the Rex so that the Public Art Panel members could view the works of David Bromley at the entrance of the Rex and extensively up the stairs, and on a large panel in the area designated for administration towards the rear of the building. I

understand that the Panel will formally advise Council of its collective view as to whether the painting has merit.

Along with other Councillors and staff, I attended the two events organised by Julie Nixon to thank volunteers for their contribution to the Council Visitor Information Centres. These were well attended and it was good to see our volunteers thanked appropriately. I also attended a similar function for a similar number of volunteers who support Hepburn Health Service. Some are the same people! We are very fortunate to have so many dedicated volunteers to do so much to make our community strong.

Finally, I attended the end of year staff function. If the level of noisy conversation in the room is a measure, people were having a great time. Congratulations to the organisers and well done to our CEO and Mayor for their speeches.

I would like to wish all a happy and safe Christmas, and to thank the staff for their hard work during the year.

Councillor Sebastian Klein, Coliban Ward

Cr Klein tendered his resignation and advised he would remain as the representative of the Coliban Ward until a By-election has been held.

Councillor Greg May, Creswick Ward

No report presented.

RECOMMENDATION

9.1.1 That Council receives and notes the Mayor's and Councillors' reports.

MOTION

9.1.1 That Council receives and notes the Mayor's and Councillors' reports.

Moved: Cr Neil Newitt

Seconded: Cr Sebastian Klein

Carried

10. PUBLIC PARTICIPATION TIME

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purposes of:

- Tabling petitions
- Responding to questions from members of our community
- Allowing members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Local Law 1 Meeting Procedures.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 12 noon on the day of the Council Meeting.

Some questions of an operational nature may be responded to through usual administrative procedure. Separate forums and Council processes are provided for deputations or for making submissions to Council.

Questions received may be taken on notice but formal responses will be provided to the questioners directly. These responses will also be read out and included within the minutes of the next Ordinary Meeting of Council to make them publicly available to all.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Local Law 1 sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

Under the Local Law, members of the public present at a Council Meeting must not be disruptive during the meeting.

Respectful behaviour includes:

- Being courteous when addressing Council during public participation time and directing all comments through the Chair
- Being quiet during proceedings
- Being respectful towards others present and respecting their right to their own views

Inappropriate behaviour includes:

- Interjecting or taking part in the debate

- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

10.1. PETITION

No petitions have been received this month in accordance with Local Law 1.

10.2. QUESTIONS

There were no questions taken on notice at the last meeting.

Question 1 – Mr Bill McClenaghan

Councillors and Officers are all familiar with the concept of "Conflict of Interest" whereby a person may be disqualified from being in a meeting, making any comments on a matter, providing information on a matter or participating in making a legally binding determination on a matter where there are factors or circumstances that place that person in conflict with his/her own interests or the interests of family, body corporate group and/or close associates. There are many examples of direct and indirect conflicts of interest that need not be detailed further here as they are well known to Council.

Suffice to say that a Judge may not determine a case against himself or a family member, nor may a Councillor participate in a matter where there exists a Conflict of Interest yet all Councillors are on the governing body of the land owner and applicant in a planning application for development of The Rex.

How then can Hepburn Shire Council, being of body corporate structure and "a person" at law be involved in the following situations:

1. Apply as owner of commercial land in Daylesford (The Rex) to itself as the "Responsible Authority" for a Planning Permit to develop that land?
2. Use its own staff, one of whom has declared that he has no interests to disclose in the matter of the planning report for The Rex, to evaluate and recommend on Council's Application for a Planning Permit?
3. Use historical and current consultant reports commissioned by Council on various planning matters like car parking to establish that there are, for example, no car parking problems within Daylesford that this proposed development might affect?
4. Determine the matter as "Responsible Authority" under the Planning and Environment Act 1987 and the Hepburn Planning Scheme?
5. Issue many planning conditions that read "to the satisfaction of the Responsible Authority" (in other words to suit Council itself)?
6. Extend the permit "if a request is made in writing under Section 69" of the above Act by Hepburn Shire Council as owner to itself being Hepburn Shire Council, as the Responsible Authority?

The focus of Question 1 is to ask Council to explain how it is legally able to determine a multi million dollar planning development when Council is the landowner, Council is the developer and Council is the Responsible Authority.

Answer 1 – Mayor Don Henderson

The Hepburn Planning Scheme at Clause 61.01 outlines who is responsible for the administration of the planning scheme. The schedule to Clause 61.01 specifies Hepburn Shire Council as the responsible authority for administering and enforcing the scheme.

A local council must obtain a permit from the Minister for Planning under Section 96(1) of the *Planning and Environment Act 1987* unless the planning scheme exempts Council from this requirement. Pursuant to clause 67.01 of the Hepburn Planning Scheme, the proposed use, buildings and works are exempt from section 96(1) of the Act (Class 3). This means that Council is required to assess its own proposal.

Supplementary Question 1 - Mr Bill McClenaghan

This question I put to each individual Councillor as a member of a governing body of Hepburn Shire Council. And if you are the member of a governing body, for example a community group, that had a planning application before Council you would have to declare a conflict of interest and stand down.

So how is it that each individual Councillor, despite the fact that Council as body is exempt as you have said, how do you justify each individual Councillor as a member of the Hepburn Shire Council governing body being able to determine on its own planning application?

Supplementary Answer 1 - Mayor Don Henderson

There is an exemption to conflict of interest if you are appointed by Council. In this case, in this determination of the planning application, Council has determined that all Councillors are that Planning Committee. As they are appointed by Council as the delegated representatives, they are exempt from conflict of interest.

Supplementary Question 2 - Mr Bill McClenaghan

My understanding was that conflict of interest is only exempt when the person is acting in an unpaid capacity, which this is not.

Supplementary Answer 2 - Mayor Don Henderson

Councillors receive a stipend, rather than a wage.

It is common throughout Victoria for Councils to determine planning applications. This Council has, on previous occasions, given permits to itself. This is no different to what has been done in the past. It is only under special circumstances that Council is allowed to refer a matter to the Minister for Planning.

Question 2 - Mr Bill McClenaghan

On the subject of car parking, with The Rex development to go ahead as a community and services hub in central Daylesford, the Officer's Report indicates that the Hepburn Planning Scheme requires provision of 84 car parking spaces. However, only 28 car spaces are to be provided onsite thus creating a shortfall of 56 car spaces. The Officer's Report states that "a waiver of 56 car spaces is required" yet there is nothing in the proposed permit conditions under car parking (on pages 41 and 42) that details such a waiver or requirements to mitigate the shortfall despite the requirements of the Hepburn Planning Scheme and applicable Australian Standards. Here is an excellent example of what happens when Council as Responsible Authority is unilaterally waiving its own requirements to give a Planning Permit to itself as land owner.

Please explain how Council can justify providing only 28 out of a required 84 car parking spaces and waiving the remaining 56 car spaces, especially when no mention of this waiver is made in the proposed planning conditions as listed.

Answer 2 - Mayor Don Henderson

The Ordinary Meeting of Council Public Agenda dated 18 December 2018 contains a detailed assessment in relation to car parking. The proposed use will consolidate a number of existing commercial uses into an existing building that has been under-utilised for an extended period of time.

The report identified that at 1.00pm a total of 26% of on street parking remained available, that the proposed uses such as cinema and office will not generally generate car parking demand at the same time and that the development will see a redistribution of car parking demand in the Commercial Zone in Daylesford rather than generating additional demand. This is due to the proposed use consolidating Council operations.

On these considerations, officers were satisfied that adequate parking was provided. Council can consider parking when making decisions on disposal of surplus properties, including Duke St which provides over 20 car parking spaces.

While the report says that Council has to consider a waiver for car parking, in fact, it does not. The car parks are already there for existing uses at other Council buildings which will be consolidated.

Supplementary Question 3 - Mr Bill McClenaghan

If you tell any local, any tradie, any business operator, that Daylesford doesn't have a car parking problem, they won't agree with you. It might not have a car parking problem at 9:30 am on Tuesday morning, but it certainly does late in the week, and especially during the holiday period.

If you are going to move all of the Council staff into The Rex; if you are going to invite people to come into the library, the youth space, or the café; if you are going to have people in significantly increased numbers, zeroing in on one spot in Vincent Street Daylesford, you are going to significantly increase the demand on car parking over and above what is available now.

Why is this report so misleading, in that it says that the Hepburn Planning Scheme requires you have to have 84 car parks, you are providing only 28, and you are applying a waiver to the remaining 56, yet there is no mention of the number of parks in the permit conditions?

Supplementary Answer 3 - Mayor Don Henderson

There is an error in the wording of the report. To distance the application from Council Planning Department, Council sought advice from an independent planner to submit the application. It was pointed out to Council, as the proper authority, that there was no requirement to waive car parking. The report had already been written by Council's Planning Department before this information was received.

Independent traffic consultants have provided traffic and parking reports during September and October 2018, and these reports indicated that due to the consolidation of use already existing in the commercial district in locations such as the Library and the Duke Street Council office, there was no requirement for Council to apply for a waiver for car parking. Council is required to provide "adequate" parking. Taking into account the independent traffic reports, Council determined that there was adequate parking available.

Supplementary Answer 3 – Chief Executive Officer Evan King

When it was understood that a planning application was required for this project, Officers engaged a consultant to submit the planning application on behalf of

Council. This provides independence in the process. Council's Planning Department has undertaken a rigorous assessment of the application in accordance with the Planning Scheme. This included requesting additional information on the impact on car parking in the area.

The services that will be provided from The Rex are already being provided from within the commercial zone of Daylesford. For example, the Library is already within the commercial zone, and its relocation may result in the redistribution of parking, but will not result in additional parking requirements. Council will not be consolidating additional services into The Rex, above those that are already provided within the commercial zone.

It is unfortunate that the term "waiver" was used in the report. Under the type of use that has been applied for, there is no requirement for car parking under the Planning Scheme. The application from the consultant did not ask for a waiver of parking provisions, and no waiver was provided. The planners assessing the application needed to determine if there was adequate parking available, and it was their determination, based on the uses of the building, that the 28 car parks to be provided was sufficient for the facility.

If Council does approve the planning application, and existing services are consolidated into The Rex building, there are sites that will become surplus to Council's needs. At that point, Council will give additional consideration to parking requirements.

As is your right, I note that you have raised an objection to the planning application. This means that, if Council were to make a determination on the planning application this evening, that determination would have a 28 day waiting period applied to allow you, as the objector, time to refer the matter to VCAT. No works would be able to resume on the facility until the 28 days had expired. This delay has the potential to incur significant cost. This is not a consideration for you to be concerned with in raising your objection.

Addendum – Mr Bill McClenaghan

Objection to Application for a Planning Permit.

It is noted that there have been no objections received to Council's Application for a Planning Permit regarding The Rex development. Considering that the determination has not yet been made at the time of this letter and that the writer has not been privy to the Officer's Report prior to the publication of the Public Meeting Agenda and given that the issue of car parking has major implications for Daylesford in that the writer will be affected by this proposed development in terms of amenity

and ability to conduct business, therefore an Objection to the Application for the Planning Permit for The Rex development is hereby submitted.

Mr McClenaghan requested to speak to his objection when the matter is considered.

10.3. REQUESTS TO ADDRESS COUNCIL

None received.

11. STATUTORY PLANNING REPORTS

11.1. PA1977 - USE AND DEVELOPMENT OF THE LAND FOR GROUP ACCOMMODATION, FUNCTION CENTRE, HEALTH RETREAT AND SPA AND ASSOCIATED WORKS, REMOVAL OF NATIVE VEGETATION AND ALTERATION OF ACCESS TO A ROAD ZONE CATEGORY 1 AND THE SALE AND CONSUMPTION ALCOHOL AT 254 DAYLESFORD-TRENTHAM ROAD, DAYLESFORD

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Coordinator Planning, I Nathan Aikman have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine planning application PA1977 for the use and development of the land for group accommodation, function centre, health retreat and spa, removal of native vegetation and access to a Road Zone 1 and liquor licence at 254 Daylesford-Trentham Road, Daylesford.

BACKGROUND

Proposal

The application proposes to establish 100 self contained accommodation units on the site including upon the lake itself, comprising of a total of 250 beds. In addition, it is proposed to establish a 2200m² conference centre and a 2400m² health retreat and spa with a liquor license. A total of 300 car parking spaces are proposed.

The application will require the removal of native vegetation to establish the required defensible space around the development for bushfire safety purposes.

Access is proposed from Daylesford-Trentham Road close to the northern boundary of the site with an additional emergency access provided close to the southern boundary.

Site and Surrounds

The site is an 18.5ha parcel of land that is provided with access from Daylesford – Trentham Road approximately 4km west from the main commercial centre of the township of Daylesford. The site is located adjoining the Hepburn Shire Council Daylesford Depot. (see attachment 1)

The site includes a significant lake within a central location on the site. The lake encompasses an area of approximately 5.5ha.

The site is partially vegetated within other areas on the site, specifically along the western portion of the site. Land surrounding the site to the north includes the Council Daylesford Depot to the east and south is generally heavily vegetated while land to the west includes land that is used for small scale cattle grazing.

Processing history of the application

- An application was lodged 4 April 2018.
- Additional information was requested 17 April 2018 requiring a Bushfire Report, Native Vegetation Report and some other minor items.
- The information was supplied 31 May 2018 and the application was referred to the relevant authorities and notified to the general public.
- Additional information was requested by the Department of Environment, Land, water and Planning (DELWP) and the Country Fire Authority (CFA).
- The information required by CFA was received 11 July 2018 while the information required by DELWP was received 31 October 2018.

Relevant Planning Provisions

Zoning:	Farming Zone
Overlays:	Environmental Significance Overlay Schedule 1 Bushfire Management Overlay
Particular Provisions	Clause 52.06 – Car parking
	Clause 52.17 – Native Vegetation
	Clause 52.27 – Licensed Premises
	Clause 52.29 – Land Adjacent to a Road Zone, Category 1
	Clause 52.34 – Bicycle Facilities
	Clause 53.02 – Bushfire Planning
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • 11.01-1S – Settlement • 12.01-1S – Protection of biodiversity • 12.01-2S – Native vegetation management • 12.05-2R – Landscapes – Central Highlands • 13.02-1S – Bushfire planning • 13.07-1S – Land use compatibility • 14.01-1S – Protection of agricultural land • 14.02-1S – Catchment planning and management • 15.01-2S – Building design • 17.01-1R – Diversified economy – Central Highlands • 17.01-1S – Diversified economy

	<ul style="list-style-type: none"> • 17.02-1S – Business • 17.02-2S – Out-of-centre development • 17.04-1S – Facilitating tourism • 21.05 – Settlement and housing • 21.05 – Economic development • 21.08 – Rural land use and agriculture • 21.09 – Environment and heritage • 22.01 – Catchment and Land Protection • 22.04 – Rural land 	
Under what clause(s) is a permit required?	Clause 35.07-1 (FZ)	Use of the land for group accommodation, conference centre
	Clause 35.07-4 (FZ)	Buildings and works associated with a section 2 use and within 100m road zone category 1
	Clause 42.01-2 (ESO1)	Buildings and works
	Clause 44.06-2 (BMO)	Buildings and works
	Clause 52.17-1 (Native Vegetation)	Removal of native vegetation
	Clause 52.27 (Licenced Premises)	To use land for the sale and consumption of liquor
	Clause 52.29 (Alteration of access to a Road Zone Category 1)	Alteration of access to a Road Zone, Category 1
Objections?	One (1)	

ISSUE/DISCUSSION

Response to relevant policy

Settlement Planning

The application involves a significant development outside of the township of Daylesford. The site is considered to be of a relatively high risk of being impacted from a bushfire event. The site requires a significant amount of native vegetation to be removed to provide sufficient area surrounding the various components of the development to provide the defendable space required in accordance with the relevant bushfire safety standards.

With regards to the suitability of the site and the where the development is proposed Clauses 11.01-1S (Settlement), the various policies within Clause 17 (Economic

Development), Clause 21.05 (Settlement) and Clause 21.07 (Economic Development) all provide guidance in relation to the preferred location for such large development proposals. Relevant guidance taken from the above clauses includes:

- Promote tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions. (17.04-1S)
- Ensure that out-of-centre proposals are only considered where the proposed use or development is of net benefit to the community in the region served by the proposal or provides small scale shopping opportunities that meet the needs of local residents and workers in convenient locations (17.02-2S)
- Give preference to locations in or on the border of an activity centre for expansion of single use retail, commercial and recreational facilities (17.02-2S)
- Create and reinforce settlement boundaries. (11.01-1S)
- Limit urban sprawl and direct growth into existing settlements. (11.01-1S)
- Develop compact urban areas that are based around existing or planned activity centres to maximise accessibility to facilities and services (11.01-1S)
- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans. (21.05)
- Development at the interface with public and private forests should address the need to protect habitat, landscape and visual amenity values of adjacent forests. (21.05)
- Increase commercial and residential activities in existing town centres, as indicated on Structure Plans (21.05)

Large commercial proposals are generally encouraged within existing commercial centres, not outside of a township boundary to ensure that access to such a development is close to existing populations, services and other commercial uses. This also ensures that the net community benefit of a proposal can be more intensely felt by local communities and businesses.

A proposal of the scale that is proposed as part of this application would be difficult to achieve within the existing commercial centre of the township of Daylesford and therefore consideration must be given as to whether the overall net community benefit of the proposal outweighs the policy that discourages the development being located outside of the growth boundary of Daylesford within land zoned for agricultural purposes.

Agricultural issues

The land is zoned farming where Clause 14.01-1S (Protection of agricultural land) provides the following guidance:

- *Avoid permanent removal of productive agricultural land from the state's agricultural base without consideration of the economic importance of the land for the agricultural production and processing sectors.*
- *Protect productive farmland that is of strategic significance in the local or regional context.*
- *Protect productive agricultural land from unplanned loss due to permanent changes in land use.*
- *Prevent inappropriately dispersed urban activities in rural areas*

The above policy direction similarly to the above expanded policy in relation to out-of-centre development generally discourages the establishment of non-agricultural land uses in land zoned for agricultural purposes.

Native Vegetation and Bushfire Safety

To establish the proposed development, the application is required to remove over 6ha of native vegetation to enable the development to provide the required defensible space required to meet the relevant bushfire safety requirements. Policy in relation to the removal of native vegetation seeks to '...to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation.' The application has submitted all of the required biodiversity reports that demonstrate how the vegetation to be removed can be adequately offset to ensure that there will be no net impact on biodiversity. The content of these reports adequately responds to the requirements of Clause 52.17 of the Planning Scheme. This documentation has also been assessed by DELWP who have provided their conditional consent to the application subject to relevant conditions in relation to enforcing the offsets be attained.

The application has also submitted detailed bushfire safety reports including evacuation plans that demonstrate how the facility will be managed in the event of bushfire and during high risk days. The CFA have provided their conditional consent to the application. The submitted Bushfire Management Reports accurately respond to the requirements of the Bushfire Management Overlay.

Economic Development and Tourism

Clause 17.04-1S (Facilitating tourism) has the objective to '...encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.' The proposal is targeted at generating significant increases in tourism to the Daylesford area through range of services that the proposed to be offered as part of the proposed development. The proposed development is considered to be compatible

with surrounding land uses that are for either small scale farming enterprises, a works depot and low scale residential purposes.

The proposal will also generate a significant amount of jobs to the township of Daylesford and likely generate further economic development within the region. The development has all services required available at the site, is on a parcel of land that includes a significant lake and is vegetated relatively heavily. The land is not identified as having the highest quality agricultural soil, is not surrounded by other intensive agricultural production and provides sufficient setbacks to land being used for agricultural production.

Other Environmental Considerations

It is a requirement for the development to connect to reticulated water and sewerage services within the vicinity of the area in addition to obtaining water from an existing licensed bore that exists on the site. Any wastewater from the proposed development will be treated first and then disposed of either through the existing reticulated sewerage system or following treatment to an acceptable level, back into the lake on the site.

The application has been referred to the relevant water authority (Goulburn Murray Water (GMW)) who provided their conditional consent to the application on the basis that it should not have any adverse impact on ground and surface water health, subject to the inclusion of the conditions required by GMW and also subject to meeting the requirements of Central Highlands Water in relation to the connection to the reticulated water and sewerage systems.

Traffic generation and car parking

The application was referred to VicRoads who is the relevant road authority for Daylesford-Trentham Road. VicRoads did not raise any concerns in relation to road safety subject to undertaken road upgrades to enable safe vehicle movements in and out of the site. A single public entrance is being permitted with the second entrance that is proposed being reserved for emergency use only.

The proposed development provides a total of 300 car parking spaces on the site. The majority of the proposed uses require an amount of car parking to be provided to the satisfaction of the responsible authority.

The use of the land for a conference centre (place of assembly) is identified as a use that has a specific requirement for car parking within the Planning Scheme. A place of assembly use generates a requirement for 0.3 spaces to be provided for every patron on site. Given that the conference centre is limited to 400 persons, this equates to a requirement for 120 for that use.

As the predominant use of the site is for a conference centre where the attendees will also be staying at the accommodation it is not expected that each use will operate at full capacity without one being used in conjunction with the other. For example, it would be a highly unlikely situation where the conference centre and all of the accommodation units being utilised at full capacity without at least some of the attendees staying on site. Further, the site is a large site where any overflow car parking could easily be accommodated informally. It is on the basis of the strong likelihood of car parking spaces being shared amongst the various uses on the site once the site is operational that it is considered that an appropriate amount of car parking has been provided on the site.

Service of Liquor

The application proposes to allow for the sale and consumption of liquor associated with the service of meals on site and also within the serviced accommodation units on the site. The service of alcohol is only proposed between the hours of 10am and 12 midnight within the conference centre areas while room service is to be provided 24hours a day. On the basis of the of a strong customer management policy being in place, it is considered that amenity and the safe service of alcohol can be managed appropriately to not adversely impact on the amenity of the area.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

This application meets Council's obligations as Responsible Authority under the *Planning and Environment Act 1987*.

FINANCIAL IMPLICATIONS

Any application determined by Council or under delegation of Council and which is subject to appeal rights and may incur costs at VCAT if appealed.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and occupiers and a notice on the land.

One objection was received.

CONCLUSION

The proposal will generate a significant amount of jobs to the township of Daylesford and likely generate further economic development within the region. The development has all services required available at the site, is on a parcel of land that includes a significant lake and is vegetated relatively heavily. The land is not identified as having the highest quality agricultural soil, is not surrounded by other intensive agricultural production and provides sufficient setbacks to land being used for agricultural production.

The development should not adversely impact on water quality, has been designed to meet bushfire safety requirements, will be required to offset any loss of vegetation to ensure that there will be no net loss of biodiversity as a consequence of the development and the design of the development will sit comfortably with the character of the area and can provide a safe traffic environment subject to the upgrade requirements required by VicRoads.

On balance and subject to relevant conditions on any permit issued, it is considered that the proposal is appropriate as assessed against the relevant policy, the context of the site and surrounds in which it sits and the limited opposition to the proposed development.

OFFICER'S RECOMMENDATION

11.1.1 That Council having caused notice of planning application PA1977 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act determines to issued a Notice of Decision to Grant a Permit for a the use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation, alteration of access to a road zone category 1 and the sale and consumption of alcohol at 254 Daylesford-Trentham Road, Daylesford generally in accordance with the endorsed plans subject to the following conditions:

- *Before the development starts, amended plans [and documents] to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans*

must be generally in accordance with the [application plans / advertised plans] but further modified to show:

- *Deletion of reference of any buildings not to be developed as part of the proposal (e.g. group accommodation buildings within the north western corner of the site).*

No alterations to plans

- *The layout of the use(s) and the development, including the extent of vegetation removal, as shown on the endorsed plans must not be altered*

or modified unless otherwise agreed in writing by the Responsible Authority.

General Amenity Conditions

- *No amplified music, announcements or broadcasts are to be audible beyond the property boundary of the land.*
- *The use must be managed so that the amenity of the area is not detrimentally affected through the:*
 - *transport of materials, goods or commodities to or from the land;*
 - *appearance of any buildings, works or materials;*
 - *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and*
 - *the presence of vermin.*

to the satisfaction of the Responsible Authority.

- *Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:*
 - *transport of materials, goods or commodities to or from the land;*
 - *inappropriate storage of any works or construction materials;*
 - *hours of construction activity;*
 - *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and*
 - *presence of vermin.*

to the satisfaction of the Responsible Authority.

- *No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the buildings unless otherwise agreed in writing by the Responsible Authority*

Noise restrictions

- *Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional*

Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority

Patron restrictions

- *No more than 400 patrons in association with the use of the land as a function centre may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.*

Service of alcohol

- *The sale and consumption of liquor on the premises associated with this permit must only occur between the following hours:*
 - *8:00am to 12 midnight Monday to Saturday (excluding ANZAC DAY and Good Friday)*
 - *8:00am to 10:00pm Sunday (Excluding ANZAC Day)*

Where trading occurs on ANZAC Day or Good Friday (or for any other reason), the most restrictive hours in relation to the sale and consumption of liquor set out above or by VCGLR must be observed.

- *The consumption of liquor must only occur within the areas designated on the endorsed plans*

Waste management conditions

- *Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.*
- *All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have*

fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.

Lighting to be baffled

- *External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.*

Delivery restrictions

- *Deliveries to or from the land must only occur between the hours of 8.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.*

Car parking areas

- *Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:*
 - *fully constructed*
 - *properly formed to such levels that may be used in accordance with the plans*
 - *surfaced with an all-weather surface or seal coat (as appropriate)*
 - *drained and maintained in a continuously usable condition*
 - *line marked to indicate each car space, loading bay and/or access lane*
 - *clearly marked to show the direction of traffic along access lanes and driveways*

all to the satisfaction of the Responsible Authority.

- *Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.*

- *The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces and must not disrupt the circulation and parking of vehicles on the land.*
- *The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.*

Council Engineering Conditions

Stormwater Drainage

- *Before construction starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the use commences.*
- *All buildings must be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 520.*
- *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
- *Before the use starts, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated legal point of discharge. Minimum width of drainage easements shall be a minimum of 2.0m for stormwater.*
- *If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a*

Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.

- *The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for obtaining necessary consents if required by the Land Titles Office before registration of this Agreement*
- *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established. The Stormwater Strategy Plan shall identify any staging of stormwater construction.*

New Intersection and Road Creation

- *All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design*

Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority.

- *Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.*

Access and Mobility

- *Prior to Statement of compliance for stage 4, a footpath from the development to Council's footpath network on Daylesford Trentham Road shall be constructed to the satisfaction of the Responsible Authority.*
- *All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.*
- *Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail or similar sealed all weather footpath*

Landscaping on Road Reserves

- *Prior to construction, the Developer is to prepare and submit a landscaping plan for road reserves to the satisfaction of Responsible Authority for review and approval. These plans are to comply with the*

Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:

- *Plant selection, layout and planting density*
- *Landscaping design intent*

Linemarking and Signage

- *Appropriate signage and linemarking shall be provided to the satisfaction of the responsible authority*

Street lighting

- *Energy efficient LED street lighting shall be provided in accordance with the current issue of Australian standard AS/ANZ 1158 – Lighting for Roads and Public Spaces and to the satisfaction of the Responsible Authority.*
- *New lighting must be located outside the clear zones and meet the standards for category P lighting.*

Carparking

- *Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Planning Scheme Clause 52.06 and to the satisfaction of the Responsible Authority must be*

submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.

- *Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:*
 - *Designed for residential parking to meet Planning Scheme Clause 52.06*
 - *Designed for Commercial parking to meet Planning Scheme Clause 52.06*
 - *Designed for Accessible parking to meet Planning Scheme Clause 52.06*
 - *Surfaced with a fully sealed asphalt or concrete pavement;*
 - *Drained in accordance with an approved drainage plan;*
 - *Provision for vehicles to pass on driveways and*
 - *Linemarked in accordance with plans*
 - *Compliant to AS2890.1, AS2890.2*
 - *Constructed and completed to the satisfaction of the Responsible Authority.*
- *Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority*

Prior to Construction

- *Before any road, drainage and/or landscaping works associated with each development stage start, the following items must be satisfied.*
 - *Approval of the constructions plans by the Responsible Authority*

- *A pre-construction meeting must be held with the Responsible Authority the Contractor and the Developer/Developer's Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.*

Completion of Construction Works

- *Prior to the issue of the Statement of Compliance for the relevant stage, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:*
 - *street and drainage in accordance with the approved construction drawings*
 - *road reserve landscaping in accordance with the approved landscape plans*
 - *construction of footpaths*
 - *underground drainage and water treatment*
 - *intersection and traffic control/mitigation measures*
 - *street lighting*
 - *signage and linemarking; and*
 - *high stability permanent survey marks*
 - *Lot access*

As Constructed Drawings

- *Prior to issue of statement of compliance, the Developer must provide as constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such*

plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor.

Information to be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.

Defects Maintenance and Bonds

- *Before works start, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.*
- *Before works start, the developer must provide the Responsible Authority with a maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.*
- *The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.*
- *The Defects Liability Period for civil works shall be 12 months from the date of practical completion.*
- *The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.*
- *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

COUNTRY FIRE AUTHORITY

Bushfire Management Plan endorsed

- *The Bushfire Management Plan prepared by TERRAMATRIX (version 2, dated October 2018) must be endorsed to form part of the permit and*

must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

- *The Bushfire Emergency Management Plan must be fully completed & operational prior to occupancy being granted to any building on the site. (NOTE: The Bushfire Emergency Management plan is to be based on the preliminary draft V1.0 July 2018.)*

DEPARTMENT OF ENVIRONMENT, LAND, WATER & PLANNING

Native vegetation permitted to be removed, destroyed or lopped

- *The native vegetation permitted to be removed, destroyed or lopped under this permit is 6.284 hectares of native vegetation including 4 large trees, with a minimum strategic biodiversity value of 0.500.*

Native vegetation offsets

- *To offset the removal of 6.284 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure the following offsets:*

A general offset of 4.131 general habitat units must be:

- *located within the North Central Catchment Management boundary or Hepburn Shire Council municipal area; and*
- *with a minimum strategic biodiversity value of at least 0.500.*
- *The offset(s) secured must also protect 4 large trees.*
- *A copy of the offset evidence will be endorsed by the Responsible Authority and form part of this permit. Within 30 days of endorsement of*

the offset evidence, a copy of the endorsed offset evidence must be provided to grampians.planning@delwp.vic.gov.au.

Notification of permit conditions

- *Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.*

Construction management or amended plans

- *Before any native vegetation removal begins, native vegetation/ construction management plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will form part of this permit.*

The plan must include:

- *A detailed description of the measures to be implemented to protect the native vegetation to be retained during construction works, and the person/s responsible for implementation and compliance. These measures must include the erection of a native vegetation protection fence around all native vegetation to be retained on site, to the satisfaction of the Responsible Authority, including the tree protection zones of all native trees to be retained. All tree protection zones must comply with AS 4970-2009 Protection of Trees on Development Sites, to the satisfaction of the Responsible Authority.*
- *A Plan to the satisfaction of the Responsible Authority identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will form*

part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.

- *An amended site plan, drawn to scale with dimensions and georeferenced (such as VicGrid94 co-ordinates), that clearly shows:*
 - I. the location and identification of the land affected by this permit, including standard parcel identifiers for freehold land;*
 - II. the location and area of all native vegetation present, including scattered trees, that are permitted to be removed under this permit; and*
 - III. all areas of native vegetation to be retained.*
- *Except with the written consent of the Responsible Authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:*
 - *a) vehicular or pedestrian access*
 - *b) trenching or soil excavation*
 - *c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products*
 - *d) entry and exit pits for the provision of underground services*
 - *e) any other actions or activities that may result in adverse impacts to retained native vegetation.*

Goulburn Murray Water

- *All construction and ongoing activities must be in accordance with sediment control principles outlined in EPA Publication 275, Construction Techniques for Sediment Pollution Control (May 1991). No polluted or*

sediment laden run-off is to be discharged off-site either directly or indirectly to any waterways.

- *All wastewater from the development must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of Central Highlands Water.*

Expiry Condition

- *This permit will expire if one of the following circumstances applies:*
 - *The development is not started within five years of the date of this permit.*
 - *The development is not completed within seven years of the date of this permit.*
 - *The use is not started within seven years of the date of this permit.*
 - *The use is discontinued for a period of two years.*

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Mr Robert Caulfield addressed Council in support of the application.

Ms Toni Curtis addressed Council in support of the application.

MOTION

11.1.1. *That Council having caused notice of planning application PA1977 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act determines to refuse the application to Grant a Permit for a the use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation, alteration of access to a road zone category 1 and the sale and consumption of alcohol at 254 Daylesford-Trentham Road, Daylesford*

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

The motion was lost

MOTION

11.1.2. That Council having caused notice of planning application PA1977 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of The Act determines to issue a Notice of Decision to Grant a Permit for a the use and development of the land for group accommodation, function centre, health retreat and spa and associated works, removal of native vegetation, alteration of access to a road zone category 1 and the sale and consumption of alcohol at 254 Daylesford-Trentham Road, Daylesford generally in accordance with the endorsed plans subject to the following conditions:

- Before the development starts, amended plans [and documents] to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the [application plans / advertised plans] but further modified to show:
- Deletion of reference of any buildings not to be developed as part of the proposal (e.g. group accommodation buildings within the north western corner of the site.

No alterations to plans

- The layout of the use(s) and the development, including the extent of vegetation removal, as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.

General Amenity Conditions

- No amplified music, announcements or broadcasts are to be audible beyond the property boundary of the land.
- The use must be managed so that the amenity of the area is not detrimentally affected through the:

- *transport of materials, goods or commodities to or from the land;*
- *appearance of any buildings, works or materials;*
- *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and*
- *the presence of vermin.*

to the satisfaction of the Responsible Authority.

- *Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:*
 - *transport of materials, goods or commodities to or from the land;*
 - *inappropriate storage of any works or construction materials;*
 - *hours of construction activity;*
 - *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and*
 - *presence of vermin.*

to the satisfaction of the Responsible Authority.

- *No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the buildings unless otherwise agreed in writing by the Responsible Authority*

Noise restrictions

- *Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise*

from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority

Patron restrictions

- *No more than 400 patrons in association with the use of the land as a function centre may be permitted on the land at any one time unless otherwise agreed in writing by the Responsible Authority.*

Service of alcohol

- *The sale and consumption of liquor on the premises associated with this permit must only occur between the following hours:*
 - *8:00am to 12 midnight Monday to Saturday (excluding ANZAC DAY and Good Friday)*
 - *8:00am to 10:00pm Sunday (Excluding ANZAC Day)*

Where trading occurs on ANZAC Day or Good Friday (or for any other reason), the most restrictive hours in relation to the sale and consumption of liquor set out above or by VCGLR must be observed.

- *The consumption of liquor must only occur within the areas designated on the endorsed plans*

Waste management conditions

- *Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.*
- *All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.*

Lighting to be baffled

- *External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.*

Delivery restrictions

- *Deliveries to or from the land must only occur between the hours of 8.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.*

Car parking areas

- *Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:*
 - *fully constructed*
 - *properly formed to such levels that may be used in accordance with the plans*
 - *surfaced with an all-weather surface or seal coat (as appropriate)*
 - *drained and maintained in a continuously usable condition*
 - *line marked to indicate each car space, loading bay and/or access lane*
 - *clearly marked to show the direction of traffic along access lanes and driveways*

all to the satisfaction of the Responsible Authority.

- *Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.*

- *The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces and must not disrupt the circulation and parking of vehicles on the land.*
- *The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.*

Council Engineering Conditions

Stormwater Drainage

- *Before construction starts, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed before the use commences.*
- *All buildings must be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 520.*
- *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
- *Before the use starts, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated*

legal point of discharge. Minimum width of drainage easements shall be a minimum of 2.0m for stormwater.

- *If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.*
- *The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for obtaining necessary consents if required by the Land Titles Office before registration of this Agreement*
- *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established. The Stormwater Strategy Plan shall identify any staging of stormwater construction.*

New Intersection and Road Creation

- *All Roads and drains designs and constructions shall be based on sound engineering practice following the general principles of The Planning Scheme, the Austroads Guidelines, the Co-ordination of Streetworks Code of Practice, Relevant Australian Standards, VicRoads Road Design Guidelines, Infrastructure Design Manual [IDM] and to the satisfaction of Responsible Authority.*

- *Professionally prepared plans are to be submitted to the Responsible Authority for approval prior to construction.*

Access and Mobility

- *Prior to Statement of compliance for stage 4, a footpath from the development to Council's footpath network on Daylesford Trentham Road shall be constructed to the satisfaction of the Responsible Authority.*
- *All footpaths shall be designed and constructed in accordance with the relevant Australian Standards, Infrastructure Design Manual [IDM] and to the satisfaction of the Responsible Authority.*
- *Minimum width of the footpaths shall be 1.5m and are to be constructed in accordance with IDM Standard Drawings SD 205 – Typical Footpath Detail or similar sealed all weather footpath*

Landscaping on Road Reserves

- *Prior to construction, the Developer is to prepare and submit a landscaping plan for road reserves to the satisfaction of Responsible Authority for review and approval. These plans are to comply with the Code of Practice for Management of Infrastructure in Road Reserves and shall provide following information:*
 - *Plant selection, layout and planting density*
 - *Landscaping design intent*

Linemarking and Signage

- *Appropriate signage and linemarking shall be provided to the satisfaction of the responsible authority*

Street lighting

- *Energy efficient LED street lighting shall be provided in accordance with the current issue of Australian standard AS/ANZ*

1158 – *Lighting for Roads and Public Spaces and to the satisfaction of the Responsible Authority.*

- *New lighting must be located outside the clear zones and meet the standards for category P lighting.*

Carparking

- *Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Planning Scheme Clause 52.06 and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.*
- *Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:*
 - *Designed for residential parking to meet Planning Scheme Clause 52.06*
 - *Designed for Commercial parking to meet Planning Scheme Clause 52.06*
 - *Designed for Accessible parking to meet Planning Scheme Clause 52.06*
 - *Surfaced with a fully sealed asphalt or concrete pavement;*
 - *Drained in accordance with an approved drainage plan;*
 - *Provision for vehicles to pass on driveways and*
 - *Linemarked in accordance with plans*
 - *Compliant to AS2890.1, AS2890.2*
 - *Constructed and completed to the satisfaction of the Responsible Authority.*
- *Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority*

Prior to Construction

- *Before any road, drainage and/or landscaping works associated with each development stage start, the following items must be satisfied.*
- *Approval of the constructions plans by the Responsible Authority*
- *A pre-construction meeting must be held with the Responsible Authority the Contractor and the Developer/Developer's Consultant Engineer to discuss and agree on hold point inspections, roadside management, traffic management and any other construction related matters.*

Completion of Construction Works

- *Prior to the issue of the Statement of Compliance for the relevant stage, the developer must construct and complete road works, drainage and other civil works in accordance with endorsed plans and specifications approved by the Responsible Authority and in accordance with Infrastructure Design Manual. Road works, drainage and other civil works to be constructed must include:*
- *street and drainage in accordance with the approved construction drawings*
- *road reserve landscaping in accordance with the approved landscape plans*
- *construction of footpaths*
- *underground drainage and water treatment*
- *intersection and traffic control/mitigation measures*
- *street lighting*
- *signage and linemarking; and*

- *high stability permanent survey marks*
- *Lot access*

As Constructed Drawings

- *Prior to issue of statement of compliance, the Developer must provide as constructed plans for all infrastructure created by this development and vested to the ownership and control of the Responsible Authority. Such plans shall be prepared by a registered surveyor and/or qualified Engineer and endorsed by the Developer's Consultant Engineer and the Contractor.*

Information to be presented in pdf. and dwg. formats, unless otherwise agreed in writing by the Responsible Authority.

Defects Maintenance and Bonds

- *Before works start, the developer must enter into an agreement with the Responsible Authority regarding responsibilities for maintenance and correction of defects of all infrastructure works. Agreement must include the defects liability period, the amount of bond and on how the date of practical completion occurs.*
- *Before works start, the developer must provide the Responsible Authority with a maintenance bond(s) of \$5,000 or 5% of the total cost of infrastructure, whichever is greater.*
- *The bond(s) shall be an unconditional bank guarantee or cash for the predetermined amount. The Responsible Authority will hold the bond(s) until any and all defects notified to the developer before and/or during the liability period have been made good to the satisfaction of the Responsible Authority. A request must be made to the Responsible Authority for the release of maintenance bond(s) after the defects maintenance period.*
- *The Defects Liability Period for civil works shall be 12 months from the date of practical completion.*

- *The Defects Liability Period for landscaping shall be 24 months from the date of acceptance.*
- *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

COUNTRY FIRE AUTHORITY

Bushfire Management Plan endorsed

- *The Bushfire Management Plan prepared by TERRAMATRIX (version 2, dated October 2018) must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.*
- *The Bushfire Emergency Management Plan must be fully completed & operational prior to occupancy being granted to any building on the site. (NOTE: The Bushfire Emergency Management plan is to be based on the preliminary draft V1.0 July 2018.)*

DEPARTMENT OF ENVIRONMENT, LAND, WATER & PLANNING

Native vegetation permitted to be removed, destroyed or lopped

- *The native vegetation permitted to be removed, destroyed or lopped under this permit is 6.284 hectares of native vegetation including 4 large trees, with a minimum strategic biodiversity value of 0.500.*

Native vegetation offsets

- *To offset the removal of 6.284 hectares of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017), the permit holder must secure the following offsets:*

A general offset of 4.131 general habitat units must be:

- *located within the North Central Catchment Management boundary or Hepburn Shire Council municipal area; and*
- *with a minimum strategic biodiversity value of at least 0.500.*
- *The offset(s) secured must also protect 4 large trees.*
- *A copy of the offset evidence will be endorsed by the Responsible Authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to grampians.planning@delwp.vic.gov.au.*

Notification of permit conditions

- *Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.*

Construction management or amended plans

- *Before any native vegetation removal begins, native vegetation/ construction management plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will form part of this permit.*

The plan must include:

- *A detailed description of the measures to be implemented to protect the native vegetation to be retained during construction works, and the person/s responsible for implementation and compliance. These measures must include the erection of a native vegetation protection fence around all native vegetation to be retained on site, to the satisfaction of the Responsible Authority, including the tree protection zones of all native trees to be retained. All tree protection zones must comply with AS 4970-2009 Protection*

of Trees on Development Sites, to the satisfaction of the Responsible Authority.

- *A Plan to the satisfaction of the Responsible Authority identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.*
- *An amended site plan, drawn to scale with dimensions and georeferenced (such as VicGrid94 co-ordinates), that clearly shows:*
 - IV. *the location and identification of the land affected by this permit, including standard parcel identifiers for freehold land;*
 - V. *the location and area of all native vegetation present, including scattered trees, that are permitted to be removed under this permit; and*
 - VI. *all areas of native vegetation to be retained.*
- *Except with the written consent of the Responsible Authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:*
 - a) *vehicular or pedestrian access*
 - b) *trenching or soil excavation*
 - c) *storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products*

- d) entry and exit pits for the provision of underground services
- e) any other actions or activities that may result in adverse impacts to retained native vegetation.

Goulburn Murray Water

- All construction and ongoing activities must be in accordance with sediment control principles outlined in EPA Publication 275, *Construction Techniques for Sediment Pollution Control* (May 1991). No polluted or sediment laden run-off is to be discharged off-site either directly or indirectly to any waterways.
- All wastewater from the development must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of Central Highlands Water.

Expiry Condition

- This permit will expire if one of the following circumstances applies:
 - The development is not started within five years of the date of this permit.
 - The development is not completed within seven years of the date of this permit.
 - The use is not started within seven years of the date of this permit.
 - The use is discontinued for a period of two years.

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 1 - PA 1977 – PLANS – 254 DAYLESFORD–TRENTHAM ROAD
(ISSUED UNDER SEPARATE COVER)

11.2. PA2159 - USE & DEVELOPMENT OF THE LAND FOR A COMMUNITY FACILITY, PARTIAL DEMOLITION, INTERNAL AND EXTERNAL ALTERATIONS & EXTERNAL PAINTING AND A WAIVER OF CAR SPACES (56) AT 49-51 VINCENT STREET, DAYLESFORD

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the Coordinator Planning, I Nathan Aikman have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to determine planning application (PA2159) for a community facility, partial demolition, internal and external alterations and external painting and a waiver of car spaces (56) at 49-51 Vincent Street, Daylesford.

ISSUE/DISCUSSION

The application proposes to utilise an existing building in the commercial precinct in Daylesford. The proposed use(s) is appropriate in the Commercial 1 Zone and will consolidate a number of existing commercial services into an existing building that has been underutilised for an extended period of time.

The proposed use is an innominate (not named or classified) use that is not defined within the table of uses of the Hepburn Planning Scheme. The approach of applying for a single innominate land use opposed to applying for each separate land use as per their definition within the Planning Scheme is an approach that is supported on the basis of the multiple complimentary land uses proposed. The proposed use is considered to be complimentary to the existing surrounding commercial uses and will not adversely impact on the amenity of the area. The cinema has existed on the site for an extended period of time and its reestablishment will continue to provide for an entertainment venue within the township of Daylesford. The Council Office and Library are existing uses in the town although at different sites within the Commercial Precinct which are proposed to be consolidated at this site.

Council must also consider the effect of the proposal on on-street car parking as the site cannot provide for the required car parks required in conjunction with the proposed use.

RELEVANT PLANNING PROVISIONS

Zoning:	Commercial 1 Zone
Overlays:	Environmental Significance Overlay Schedule 1 Environmental Significance Overlay Schedule 2

	Heritage Overlay Schedules (HO670, HO674, HO696)	
Particular Provisions	Clause 52.06 – Car parking	
	Clause 52.29 – Land Adjacent to a Road Zone, Category 1	
	Clause 52.34 – Bicycle Facilities	
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • 13.05-1S – Noise abatement • 13.07-1S – Land use compatibility • 15.01-1S – Urban design • 15.01-2S – Building design • 15.03-1S – Heritage conservation • 17.01-1R – Diversified economy – Central Highlands • 17.01-1S – Diversified economy • 17.02-1S – Business • 19.02-2S – Education facilities • 21.07 – Economic development • 21.09 – Environment and heritage • 22.01 – Catchment and land protection • 22.02 – Mineral springs protection 	
Under what clause(s) is a permit required?	Clause 34.01-1 (C1Z)	Use of the land for a 'community facility'
	Clause 34.01-4 (C1Z)	Construct a building or to construct or carry out works
	Clause 42.01-2 (ESO1 & 2)	The undertaking of works with a depth greater than 1.0m.
	Clause 43.01-1 (HO)	Demolition, buildings and works, internal alterations and external painting.
	Clause 52.29 (Alteration of access to a Road Zone Category 1)	Alteration of access to a Road Zone, Category 1
Objections?	Nil (0)	
Covenants	The title of the land is encumbered by a covenant that seeks to protect a gas easement that traverses through the property. The issue of a permit for this proposal is not in contravention of the covenants of this encumbrance.	

Design and built form

The application proposes the redevelopment of an existing building to establish a Community Facility incorporating a Council Customer Service Centre, Library, retail premises and re-establishes a cinema on the site.

The majority of the internal alterations including demolition involve the removal of previous 'modern' additions that formed separate retail tenancies within the building that hold no heritage value. The application was referred to Councils Heritage Advisor for comment who supported the proposed works and advised that the works would not adversely impact on the heritage significance of the building. The alterations do not seek to make any significant changes to any of the original fabric of the building that will detract from the heritage significance of the building.

Car parking

The proposed use is one that is not defined within the Scheme. The amount of car parking provided must be to the satisfaction of the Responsible Authority. A calculation of the total demand for car parking is calculated based on the separate uses that form part of the proposed community facility use. Based on the provisions of the Planning Scheme, 84 parking spaces would be required for the proposed use. A total of 28 spaces are provided for onsite as part of the application therefore a waiver of 56 car spaces is required.

It is noted that as part of this calculation, a total of 24 spaces would be required for the proposed cinema use which will generally not be in operation while the remainder of the uses are undertaken.

The application has been submitted with a car parking demand assessment that provided a survey of car parking supply within the areas surrounding the site. The survey concluded that the maximum occupancy occurred at 1:00pm and at this time a total of 26% of on street car parking remained available.

The car parking report separated both long term and short-term car parking occupancy rates. Within Vincent Street and Duke Street the following was observed:

- Within Duke Street a total supply of 45 spaces is provided and the maximum occupancy rate was found to be 32 at midday;
- Within Vincent Street a total supply of 149 spaces is provided and the occupancy was 119.

The traffic report identified that a total of 27 unrestricted car parking spaces within Albert, Central Springs and Duke Street are available throughout the day with additional timed car parking available within the wider township area. It is noted that a significant amount of on-street car parking spaces surrounding the existing Council

Service Centres in Duke Street and at the Town Hall are already utilised by Council staff and visitors to the service centres. This is included within the calculation of the amount of car parking spaces that were occupied within the surrounding area. Based on findings of the car parking survey that was completed, there are enough car parking spaces available within the surrounding street network to accommodate the demand generated by the establishment of the proposed use.

The development will see that car parking demand generated by the Community Facility will result in a redistribution of car parking demand rather than generating additional demand.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

This application meets Council's obligations as Responsible Authority under the *Planning and Environment Act 1987*.

FINANCIAL IMPLICATIONS

Any application determined by Council or under delegation of Council and which is subject to appeal rights and may incur costs at VCAT if appealed.

RISK IMPLICATIONS

N/A

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

N/A

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification to adjoining owners and occupiers, by placing notices on the land and placing notice in The Advocate Newspaper.

No objections were received.

CONCLUSION

The application proposes to utilise an existing commercial building for what is predominantly a commercial use. The application proposes limited change to the built form, respects the heritage significance of the building and sufficient car parking is available in the existing street network to support the proposed use. It is recommended to approve the proposed planning application.

OFFICER'S RECOMMENDATION

11.1.2. That Council having caused notice of the planning application PA 2159 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a planning permit for a the Use and Development of the land for a community facility, partial demolition, internal and external alterations & external painting and waiver of car parking in accordance with the endorsed plans subject to the following conditions:

No alterations to plans

- Before the use starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the advertised plans but further modified to show:
 - layout plans for the cafe and kitchen area on the ground floor, and layout plans for the ticket office area for the cinema.
 - the plans must comply with Australia New Zealand Food Standards Code - Standard 3.2.3
- The layout of the use(s) and the development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.

General Amenity Conditions

- The use must be managed so that the amenity of the area is not detrimentally affected through the:
 - transport of materials, goods or commodities to or from the land;
 - appearance of any buildings, works or materials;
 - emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
 - the presence of vermin.

to the satisfaction of the Responsible Authority.

- Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:
 - transport of materials, goods or commodities to or from the land;
 - inappropriate storage of any works or construction materials;
 - hours of construction activity;

- o emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and
- o presence of vermin.

to the satisfaction of the Responsible Authority.

- No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building unless otherwise agreed in writing by the Responsible Authority

Noise restrictions

- Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority
- All external plant and equipment must be acoustically treated or placed in sound proof housing to reduce noise to a level satisfactory to the Responsible Authority

Waste management conditions

- Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.
- All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.

Lighting to be baffled

- External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.

Delivery restrictions

- Deliveries to or from the land must only occur between the hours of 7.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.

Car parking areas

- Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with AustRoads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking', Australian Standard "AS2890: Parking Facilities" and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.

- Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority
- Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - fully constructed
 - properly formed to such levels that may be used in accordance with the plans
 - surfaced with an all weather surface or seal coat (as appropriate)
 - drained and maintained in a continuously usable condition
 - line marked to indicate each car space, loading bay and/or access lane
 - clearly marked to show the direction of traffic along access lanes and driveways

to the satisfaction of the Responsible Authority.

- Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.
- No fewer than 16 bicycle parking spaces must be provided on the land to the satisfaction of the Responsible Authority.
- The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces within Vincent Street and must not disrupt the circulation and parking of vehicles on the land.
- The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.

Expiry Condition

- This permit will expire if one of the following circumstances applies:
 - The development is not started within five years of the date of this permit.
 - The development is not completed within seven years of the date of this permit.
 - The use is not started within seven years of the date of this permit.
 - The use is discontinued for a period of two years.

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Mr Evan King, CEO Hepburn Shire Council, addressed Council and members of the public in the gallery in support of the application.

Mr Bill McClenaghan spoke in objection to the application.

Mr McClenaghan withdrew his objection to the planning permit. He did so saying that he was satisfied with the answers given and did not want to delay the project thus costing the ratepayers money.

MOTION

11.2.1. That Council having caused notice of the planning application PA 2159 to be given under Section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Act determines to issue a planning permit for a the Use and Development of the land for a community facility, partial demolition, internal and external alterations & external painting and waiver of car parking in accordance with the endorsed plans subject to the following conditions:

No alterations to plans

- *Before the use starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the advertised plans but further modified to show:*
 - *layout plans for the cafe and kitchen area on the ground floor, and layout plans for the ticket office area for the cinema.*
 - *the plans must comply with Australia New Zealand Food Standards Code - Standard 3.2.3*
- *The layout of the use(s) and the development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*

General Amenity Conditions

- *The use must be managed so that the amenity of the area is not detrimentally affected through the:*
 - *transport of materials, goods or commodities to or from the land;*
 - *appearance of any buildings, works or materials;*

- *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and*
- *the presence of vermin.*

to the satisfaction of the Responsible Authority.

- *Construction activities must be managed so that the amenity of the area is not detrimentally affected through the:*
 - *transport of materials, goods or commodities to or from the land;*
 - *inappropriate storage of any works or construction materials;*
 - *hours of construction activity;*
 - *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste and storm water runoff, waste products, grit or oil; and*
 - *presence of vermin.*

to the satisfaction of the Responsible Authority.

- *No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building unless otherwise agreed in writing by the Responsible Authority*

Noise restrictions

- *Noise emanating from the land must comply with the requirements of the Environment Protection Authority's Noise from Industry in Regional Victoria (Publication 1411, October 2011) to the satisfaction of the Responsible Authority*

- *All external plant and equipment must be acoustically treated or placed in sound proof housing to reduce noise to a level satisfactory to the Responsible Authority*

Waste management conditions

- *Provision must be made on the land for the storage and collection of waste and recyclables. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.*
- *All waste material not required for further onsite processing must be regularly removed from the land. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.*

Lighting to be baffled

- *External lighting must be designed, baffled and located so as to prevent any adverse effect from light spill on adjoining land to the satisfaction of the Responsible Authority.*

Delivery restrictions

- *Deliveries to or from the land must only occur between the hours of 7.00 am and 8.00 pm, unless otherwise agreed in writing by the Responsible Authority.*

Car parking areas

- *Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with AustRoads Publication 'Guide to Traffic Engineering Practice: Part 11 Parking', Australian Standard "AS2890: Parking Facilities" and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.*

- *Where the boundary of any car space, access lane or driveway adjoins a footpath or a garden area, a kerb or a similar barrier shall be constructed to the satisfaction of Responsible Authority*
- *Before the use starts the area set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:*
 - *fully constructed*
 - *properly formed to such levels that may be used in accordance with the plans*
 - *surfaced with an all weather surface or seal coat (as appropriate)*
 - *drained and maintained in a continuously usable condition*
 - *line marked to indicate each car space, loading bay and/or access lane*
 - *clearly marked to show the direction of traffic along access lanes and driveways*

to the satisfaction of the Responsible Authority.

- *Car spaces, access lanes and driveways must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.*
- *No fewer than 16 bicycle parking spaces must be provided on the land to the satisfaction of the Responsible Authority.*
- *The loading and unloading of goods from vehicles must only be carried out on the land or within designated car parking spaces within Vincent Street and must not disrupt the circulation and parking of vehicles on the land.*
- *The discharge of water from the land must be controlled around its limits to prevent any discharge onto any adjacent property or*

streets other than by means of an approved drainage system discharged to an approved outlet in a street or to an underground pipe drain to the satisfaction of the Responsible Authority.

Expiry Condition

- *This permit will expire if one of the following circumstances applies:*
 - *The development is not started within five years of the date of this permit.*
 - *The development is not completed within seven years of the date of this permit.*
 - *The use is not started within seven years of the date of this permit.*
 - *The use is discontinued for a period of two years.*

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of Planning and Environment Act 1987.

Moved: Cr Fiona Robson

Seconded: Cr Kate Redwood AM

Carried

ATTACHMENT 2 - PA2159 - PLANS - 47-53 VINCENT STREET DAYLESFORD
(ISSUED UNDER SEPARATE COVER)

ATTACHMENT 3 - PA2159 - TRAFFIC REPORT - 49-51 VINCENT STREET
DAYLESFORD (ISSUED UNDER SEPARATE COVER)

12. OFFICERS' REPORTS

12.1. CHIEF EXECUTIVE OFFICER'S REPORT
OFFICER'S RECOMMENDATION

12.1.1. That Council receives the Chief Executive Officer's Report for December 2018.

MOTION

12.1.1. *That Council receives the Chief Executive Officer's Report for December 2018.*

Moved: Cr Neil Newitt

Seconded: Cr John Cottrell

Carried

ATTACHMENT 4 - CEO REPORT – DECEMBER 2018

CHIEF EXECUTIVE OFFICER REPORT

Presented at the Ordinary Meeting
of Council on 18 December 2018

The CEO Report is a monthly report to inform Council and the community of current issues, initiatives and projects undertaken across Council.

CEO Update

WEEK ENDING 25th NOVEMBER 2018

On Monday, along with several internal meetings, I met with the CEO of Macedon Ranges Shire Council. Tuesday was the November Council meeting day.

Gender Equity Workshop

On Wednesday, Local Government Victoria invited the CEO's from all Councils in Victoria to attend a gender equity workshop. The workshop was focused on how we attract women to work in Local Government and how we support and encourage women to take on leadership roles. At present there are only 15 female CEO's in Victoria out of a possible 79 councils.

On Thursday night, Bruce Lucas, General Manager Infrastructure and I attended the Committee for Ballarat Round Table meeting. The keynote speaker was Rosie Batty. Her address was confronting and inspirational, with the theme "Unintended Leadership". Rosie never set out to be a leader, life thrust her into this role.

The other important part of the evening was the graduation of the 2018 Leadership Ballarat South West Graduates. This program is a great opportunity for aspiring leaders to participate in a leadership program. There will be more information on the 2019 program in future reports.

Round Four – Mobile Blackspot Funding

On Friday I attended a Central Highlands Digital Blackspot meeting to discuss Round Four of the Commonwealth Government's Mobile Blackspot Programme (MBSP4).

The Victorian Government has committed \$11 million from the 2018-19 State Budget to reduce mobile black spots for public safety, economic development and digital inclusion. It is the State Government's strong preference to address mobile black spots in partnership with the Commonwealth Government.

White Ribbon Committee BBQ

On Friday I participated in a White Ribbon BBQ at Clunes. This BBQ, and another in Trentham was in support of the Hepburn Shire Council White Ribbon Committee. Merchandise being sold in our Customer Service Centre/Hubs raised \$320 for this cause.

WEEK ENDING 2nd DECEMBER 2018

On Monday I attended our final Audit & Risk Advisory Committee meeting for the year.

Process Improvements

On Tuesday a number of staff and I went to Mount Alexander Shire Council to look at the new version of TechnologyOne (also referred to as TechOne, which is our Corporate Information System). Six years ago, Hepburn Shire implemented a new fully integrated Information System. This system is used for finance, purchasing, planning, building environmental health and payroll. Council invested a significant amount of money into this system that replaced our outdated systems. Since implementing this system, TechnologyOne have developed a new web-based version of the system that delivers a far better user experience. One of the modules that was demonstrated to us was the "Employee Self Service" module. This module allows staff to apply for leave online and complete electronic time sheets. As we strive to improve our processes and reduce our paper-based systems, technology such as this will be what enables us to achieve our goals.

Public Arts Panel

I attended a Public Arts Panel meeting to introduce myself to the panel, and the second half of our meeting involved a tour of the Rex project

Following the Public Arts Panel meeting I spoke at an Aged & Disability Services Care support meeting in Creswick and was also able to answer questions from the group. From there I went to a meeting with the Creswick Community Bank and we discussed possible partnership opportunities between Council and the bank.

On Wednesday morning I attended a meeting with the Victorian Building Authority in Melbourne, and upon my return to Daylesford that afternoon I attended a meeting with the Daylesford Museum Reserve Committee members.

Pool Season



On Thursday I had a series of internal meetings, and I met with our newest recruits, the 2018/19 pool season lifeguards. This young and enthusiastic bunch of recruits were participating in their induction.

Libraries Change Lives

On Friday, the Daylesford Library team hosted the launch of the *Libraries Change Lives* initiative with the help of Maura the Cruise Ship Librarian. The initiative aims to start a conversation about the value of libraries in the lives of our community. Public libraries have evolved beyond their traditional role of housing collections to offer vital community services, including digital connectivity, support for all kinds of literacy, universal access to information and government services. Today's libraries are about services and programs as much as physical collections. No other institution offers the same personal help, equal and free access to information, social engagement, and sense of safety and belonging.



WEEK ENDING 10th DECEMBER 2018

Hammon Park Pump Track

This week saw the commencement of the Pump Track construction in Creswick - which is the first stage of the \$3 million Creswick Trails project. This project has been a priority of Council for 10 years and the commencement of works is a significant milestone for the Shire.

On Monday I had an introductory meeting with the members of the Disability Advisory Committee.

As it was the first Tuesday of the month, it was Council Briefing day. Following this I attended the Regional Centre for Culture end of year celebration.

Visitor Information Centre (VIC) Volunteer Christmas Functions

On Tuesday night and Thursday I had the pleasure of attending Visitor Information Centre (VIC) Volunteer Christmas functions. We have an amazing group of volunteers who give up their time for the betterment of the shire. Our VIC model and the use of volunteers works extremely well, and the knowledge, passion and commitment to tourism is highly regarded and appreciated.

On Wednesday morning I attended the Works Monthly Toolbox meeting at the Daylesford Depot.

Partnership Meeting with Sport & Recreation Infrastructure (Department of Health & Human Service)

On Wednesday afternoon, several of our team members from across the organisation met with Sport & Recreation to review how our projects are progressing, and to strategically plan our shared place-based activity over the next 12-18 months including:

- reviewing the pipeline of community sport and active recreation infrastructure
- identifying opportunities to connect investment in infrastructure, participation and programming
- discussing regional and local challenges and opportunities in sport and active recreation
- providing feedback on recent funding applications
- reviewing recently executed funding agreements.

On Thursday I met with Sally White from the CFA to discuss the Hepburn Springs & Daylesford Community Based Bushfire Management Group.

Loddon Campaspe Councils Meeting

On Friday, Mayor Don Henderson and I attended the Loddon Campaspe Councils meeting which was held at Central Goldfields Shire in Maryborough.

WEEK ENDING 16th DECEMBER 2018

On Monday several staff and I met with State Government to discuss the "Better Approvals" project which aims to implement reforms that have come out of the Small Business Regulation Retail Review and co-designed with local government and businesses. The project is a collaborative effort between local and state governments to improve administration of business regulation and compliance. Under the project, Small Business Victoria and a consulting group are working with councils to undertake a review of current approvals processes and to look for ways to reduce regulatory compliance paperwork for businesses.

As an example, as a result of the project, until recently a new small business within another Victorian Council would have needed to fill in up to 59 pages of application forms using 14 separate hard copy forms. Now, a single consolidated online application form has significantly reduced the time it takes for a business to apply, and also enables the various council regulatory areas to work concurrently on the application, resulting on faster processing times as well.

On the second Tuesday of each month we hold a Strategic Councillor Briefing. This was followed by an OH&S Committee meeting.

The final Central Highlands Mayor's & CEO's meeting for 2018 was held in Ballarat on Wednesday which the Mayor and I both attended. I also attended our weekly Executive Team meeting that afternoon.

On Friday I met with Derrek Madden, the new CEO at Moorabool Shire Council. Later that day we held our staff end of year function on Friday afternoon.

**12.2. DEVELOPMENT AND COMMUNITY SAFETY REPORT
 GENERAL MANAGER INFRASTRUCTURE**

In providing this advice to Council as the Manager Development and Community Safety, I Justin Fiddes have no interests to disclose in this report.

PURPOSE

The purpose of this report is to update Council on the activities of the building, environmental health, community safety and planning units of council.

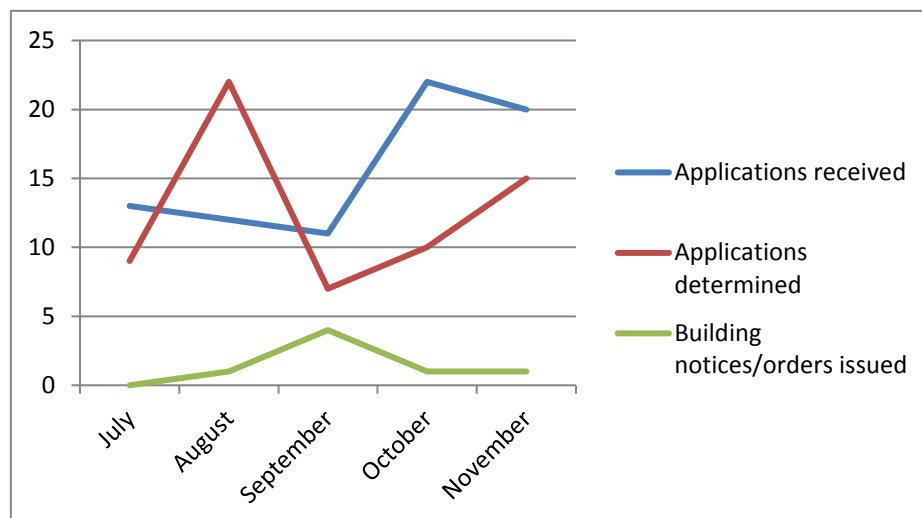
ISSUE/DISCUSSION

Building

The building activity report for November 2018 is summarized below:

Building Activity	Total
Building applications received	20
Building applications determined	15
Building notices/orders issued	1
Total development cost	\$ 1,729,445.00

The following graph indicates building statistics and activity for the 18/19 financial year.

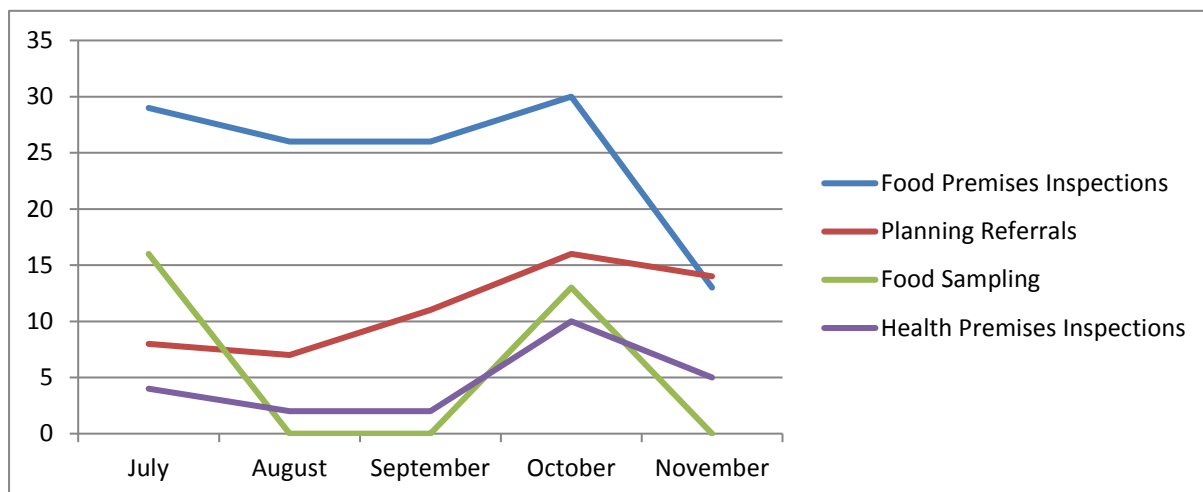


Environmental Health

The environmental health activity report for November 2018 is summarized below:

Environmental Health Activity	Total
Food Premises Inspections	13
Planning Referrals	14
Food Sampling	0
Health Premises Inspections	5

The following graph indicates environmental health statistics and activity for the 18/19 financial year.



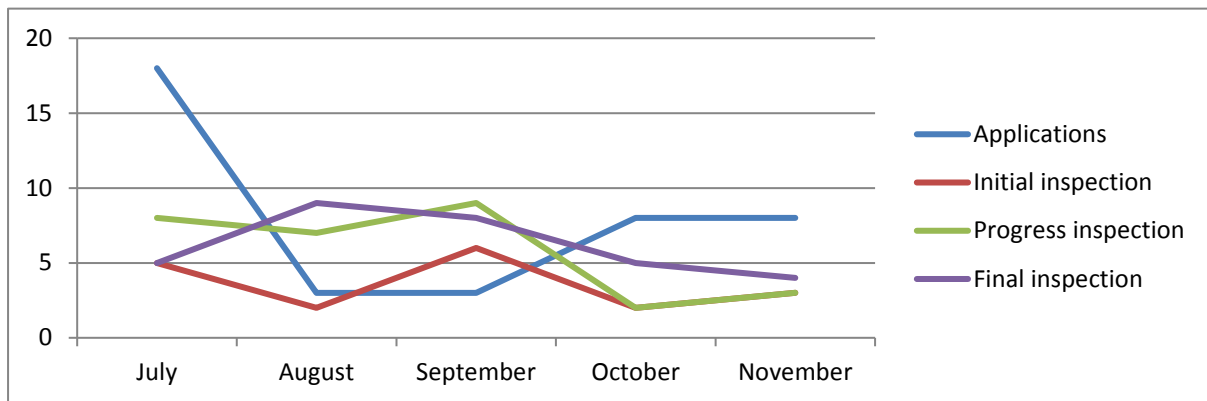
Food Premises inspections will decrease as the inspection program is completed for the 2018 calendar year. Food renewal notices have been sent to businesses wishing to renew their food premises for 2019. Food Sampling was not scheduled for November.

The environmental health septic tank application/inspection activity report for November 2018 is summarized below:

Septic Tank applications/inspections	Total
Applications	8
Initial inspection	3
Progress inspection	3

Final inspection	4
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The following graph indicates environmental health septic tank application/inspection statistics and activity for the 18/19 financial year.



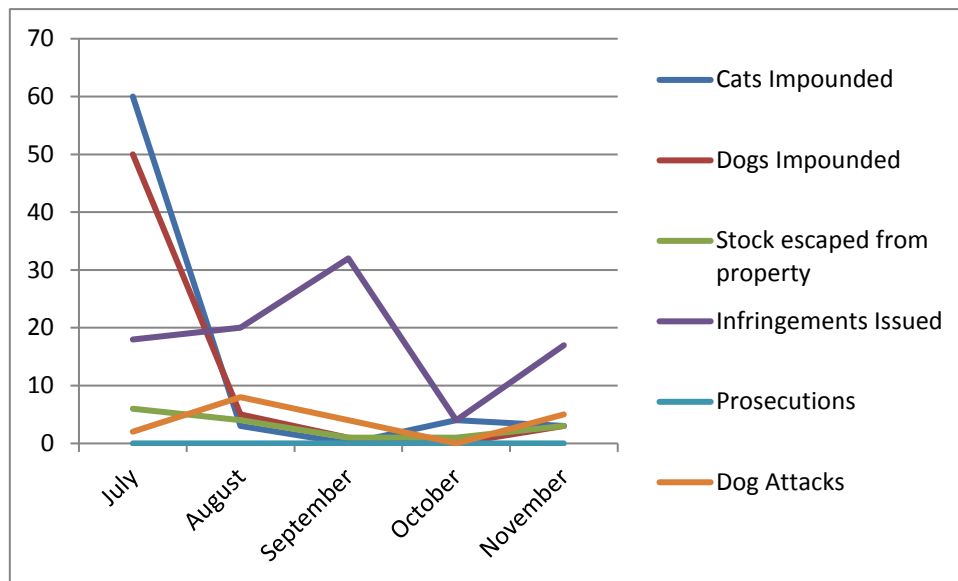
Septic tank applications remain steady in the warmer months. There is expected to be an increase in all inspections early next year.

Community Safety

The local laws activity report for November 2018 is summarized below:

Local Laws Activity	Total
Cats Impounded	3
Dogs Impounded	3
Stock escaped from property	3
Infringements Issued	17
Prosecutions	0
Dog attacks	5

The following graph indicates local laws statistics and activity for the 18/19 financial year.



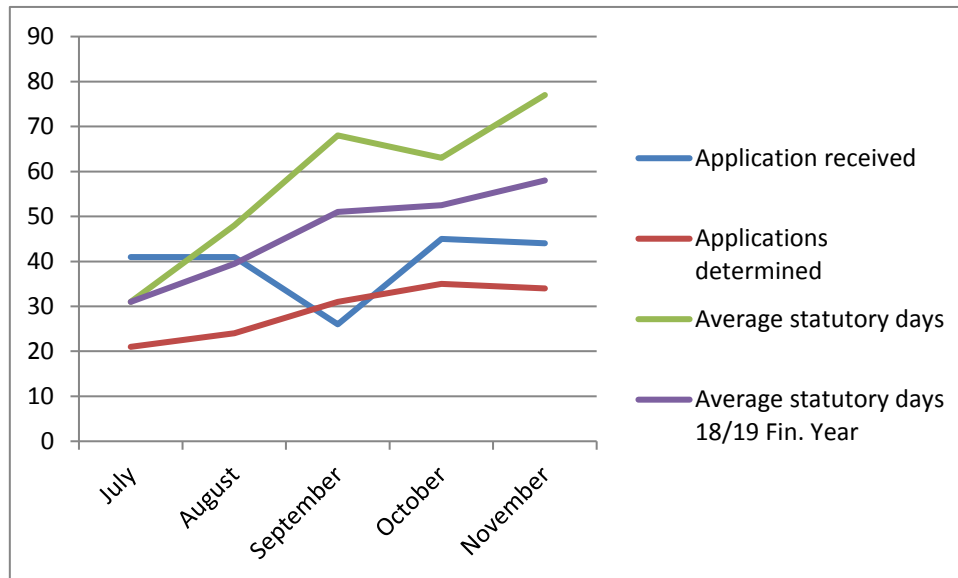
Infringements issued are more in line with the average as staff have returned from leave. Fire inspections are due to be ramped up in December prior to the Christmas break.

Planning

The planning activity report for November 2018 is summarized below:

Planning Activity	Total
Applications received	44
Applications determined	34
Average statutory days	77
Average statutory days 18/19 financial yr	58
Average statutory days 17/18 financial yr	45

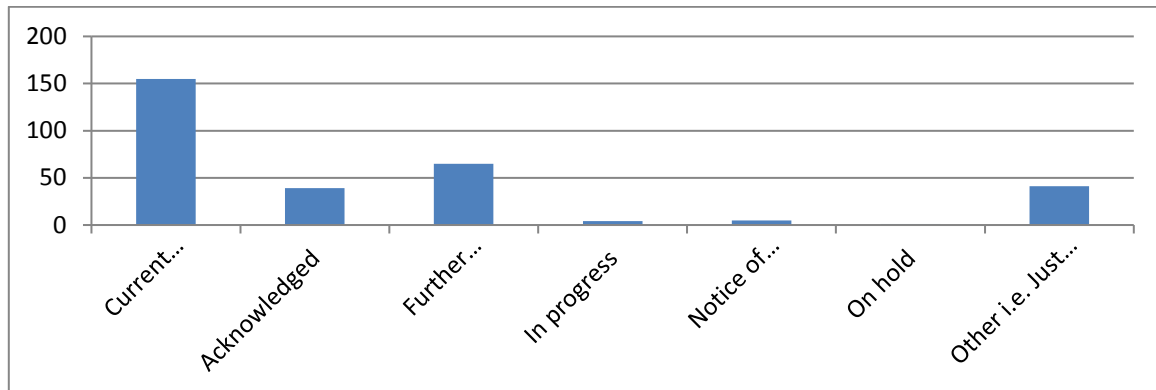
The following graph represents planning activity for the 18/19 financial year.



The average statutory days to issue a permit rose in November. This is attributed to some longer outstanding applications being issued which has led to the rise.

The status of all active applications as at November 2018 is summarised below:

Status of applications	Total
Current applications	155
Acknowledged	39
Further information request	65
In progress	4
Notice of decision pending	5
On hold	1
Other i.e. just submitted, referred	41



Applications determined in November under delegation.

A list of applications issued under delegation is included as an attachment. Thirty-four (34) permits were issued in November. The breakdown of permits issued under delegation by category is listed in the table below.

Notice of Decision issued - objector involved	2
Permit not required	2
Permit issued by delegated officer	28
Refused	2

OFFICER'S RECOMMENDATION

12.2.1. That Council receives and notes the report for information.

MOTION

12.2.1. *That Council receives and notes the report for information.*

Moved: Cr Sebastian Klein

Seconded: Cr Greg May

Carried

ATTACHMENT 5 - PLANNING PERMITS ISSUED UNDER DELEGATION IN
NOVEMBER 2018

Planning Permits issued under delegation - November 2018

Application ID	Full Details	Primary Property	Decision
PlnPA002096	Construction of a second dwelling on a lot and associated works	2 Stanbridge Street, DAYLESFORD VIC 3460	NOD, Notice of Decision, Y
PlnPA002098	Partial demolition (southern wall and stained glass windows), construct and carry out works to a place of assembly (to include a dwelling), internal alterations, and associated works, generally in accordance with the endorsed plans.	90 Bailey Street, CLUNES VIC 3370	NOD, Notice of Decision, Y
PlnPA002243	Development and associated works of the Extension to existing dwelling (verandah) and construction of detached outbuilding (garage)	26 Western Avenue, HEPBURN VIC 3461	NotReq, Not Required, Y
PlnPA002244	Development and associated works of the extension to existing dwelling (verandah) and construction of detached outbuilding (garage)	2 Camp Street, CLUNES VIC 3370	NotReq, Not Required, Y
PlnPA000294.01	Relocate building site; Buildings and works for the Construction of Dwelling and native vegetation removal	300 Lake Road, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA001372.01	Reduce size of approved building, alter setbacks; Re-subdivision of two existing lots into two new lots , construction of	20 Hoaths Road, SAILORS HILL VIC 3461	PrmIssued, Permit Issued, Y
PlnPA001501.02	Alteration to approved plans for a four lot subdivision; Subdivision of the land into four lots including the removal of four trees (all within proposed Lot 2)	32 Elizabeth Road, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA001866	15 lot subdivision with common property and alteration to road access in Road Zone Category 1	34 Clunes Road, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA001992	Construction of 14 meditation huts, amenities building, effluent treatment plant and associated works.	107 Beaches Lane, NEWBURY VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002020	Alterations and additions to existing dwelling	447 Rothes Road, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002031	Use and construction of three additional dwellings (resulting in four dwellings on a lot) and associated works, generally in accordance with the endorsed plans	2479 Ballan-Daylesford Road, SAILORS FALLS VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002035	Construct and display business identification signs	2 Howe Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002043	Use and construction of a Place of Assembly (Mens Shed), two outbuildings (shipping containers) and associated works (including car park).	55 Mulcahys Road, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002054	Demolition of two outbuildings, six lot subdivision and construction of five independent living units	103 Napier Street, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002057	Alterations and Additions to Existing Dwelling	26 Hill Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002061	Construction of a dwelling, garage, and shed	5688 Midland Highway, MOUNT FRANKLIN VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002127	Two (2) lot subdivision and the creation of an easement (including the demolition of existing buildings)	11 Millar Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002131	Four lot subdivision	85 Clunes Road, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002138	Construction of dwelling, garage and shed	5 Walkers Road, LYONVILLE VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002143	Buildings and works for extension to existing dwelling	70 Wallaby Road, WHEATSHEAF VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002145	Two lot subdivision	38 Victoria Street, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002150	Construction of a dwelling (replacement dwelling)	350 Brandy Hot Road, EGANSTOWN VIC 3461	PrmIssued, Permit Issued, Y
PlnPA002151	Construction of dwelling and alteration of access to a road zone category 1	58 Melbourne Road, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002160	Construction of a dwelling	14 Bell Street, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002187	Construction of two retaining walls over 1 metre high	21 Hammon Street, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002191	Two lot subdivision	128 Mulcahys Road, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002225	Development of an extension to an existing dwelling and associated works	310 Langdons Hill Road, LANGDONS HILL VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002231	Alteration to existing dwelling to include deck	101 West Street, DAYLESFORD VIC 3460	PrmIssued, Permit Issued, Y
PlnPA002238	Reduction in car parking associated with a restaurant (Cafe) (22 patrons) generally in accordance with the endorsed plans	22 High Street, TRENTHAM VIC 3458	PrmIssued, Permit Issued, Y
PlnPA002240	Development and associated works of the construction of front and rear fences, carport, verandah, demolition of outbuilding and repainting of a dwelling.	24 Albert Street, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002247	Development and associated works with the construction of two outbuildings (garage and workshop)	1795 Mccallums Creek Road, DUNACH VIC 3371	PrmIssued, Permit Issued, Y
PlnPA002248	Development and associated works with the construction of two outbuildings (carport and shed)	68 Napier Street, CRESWICK VIC 3363	PrmIssued, Permit Issued, Y
PlnPA002091	Construction of a dwelling	116 Frith Mill Road, LYONVILLE VIC 3461	Refused, Refused, Y
PlnPA002122	Construction of three (3) dwellings, three (3) lot subdivision and the alteration of access to a Road Zone Category 1.	2871 Midland Highway, NEWLYN NORTH VIC 3364	Refused, Refused, Y

12.3. CUSTOMER REQUESTS UPDATE

ACTING GENERAL MANAGER COMMUNITY & CORPORATE SERVICES

In providing this advice to Council as the Acting General Manager Community & Corporate Services, I Steve Millard have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide Council an update on customer requests received and responded to through the Closing the Loop system.

BACKGROUND

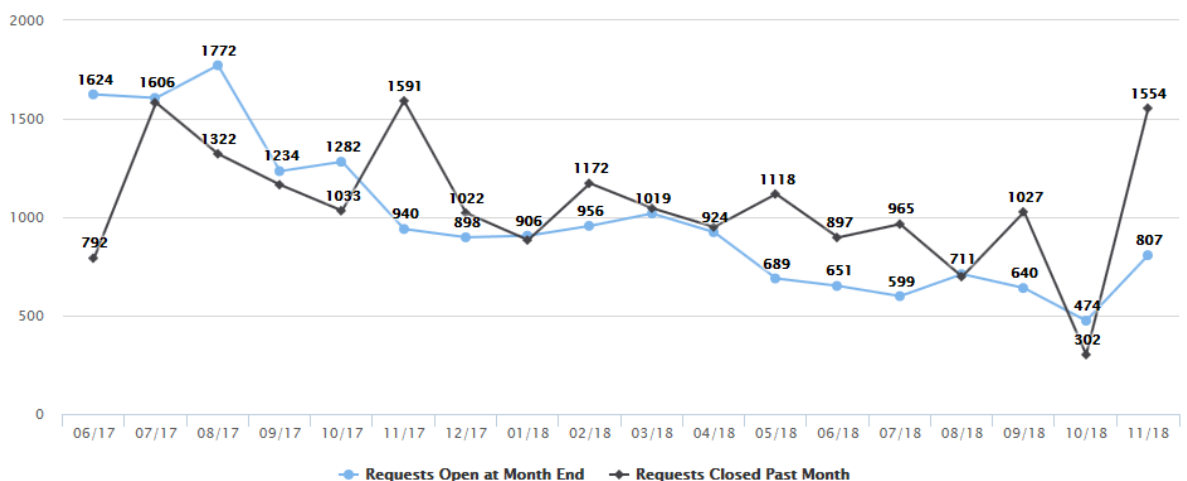
Council uses a Customer Request System *Closing the Loop* to receive and respond to a wide range of requests. The system is web-based and enables community members to directly enter requests, as well as staff to add and manage requests both in council offices as well as remotely.

In using the system, the organisation is focussed on the importance of contact with customers to close the loop on all requests and recording details of actions taken.

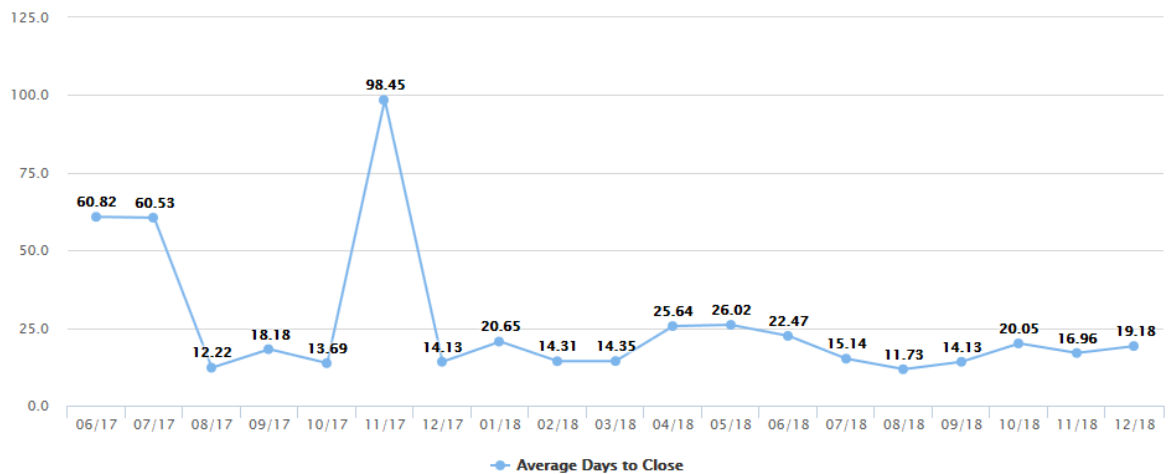
ISSUE/DISCUSSION

The following data provides the key indicators for the customer requests in *Closing the Loop*.

Total Requests Open and Closed Each Month



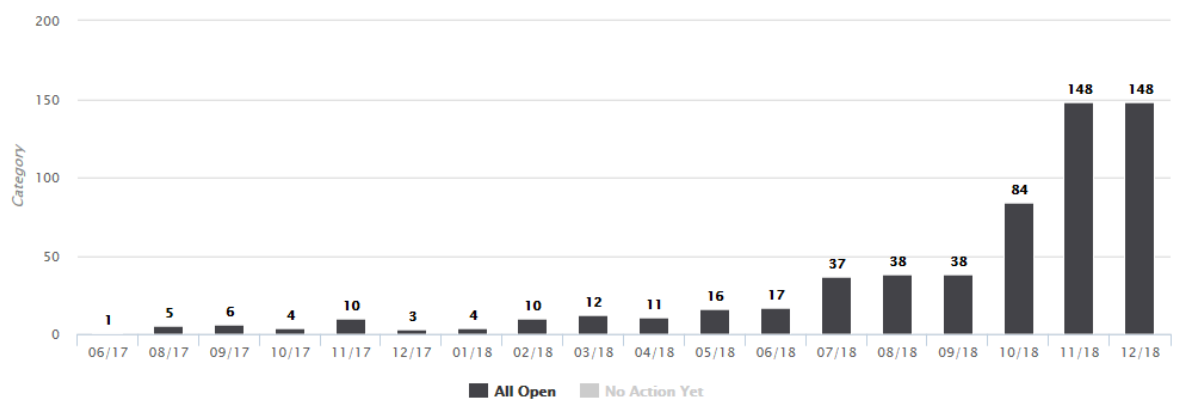
Average Days to Close External Requests



The average days to close requests in the months of June, July and November 2017 were particularly high due to closing out old requests that were migrated from our old customer request system. This included a large number of waste requests that had previously been actioned, but not closed in the request system.

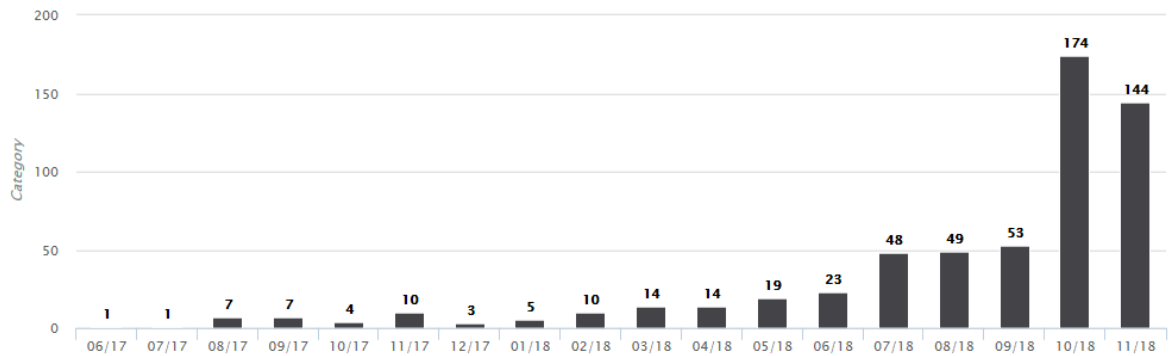
Open Requests by Month Received

Current - December 2018



Note: extracted on 13 December 2018

Last Month – November 2018



Note: extracted on 12 November 2018.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective: High Performing Organisation

Key Strategic Activity:

12. Enhance our processes and systems to deliver Excellent Customer Service. To achieve this, we will focus on internal collaboration and new ways of working, combined with a continued focus on effective and timely communications, engagement and consultation. We will focus on achieving higher customer satisfaction through making it easier to work with Council and by closing the loop on requests received from our community and other customers.

Action: 12.06 Set improvement targets for timeframes for responding to customer inquiries and requests.

Key Strategic Indicator: Average Days to Close External Customer Requests

FINANCIAL IMPLICATIONS

Responding to customer requests is managed within the recurrent operational budget.

RISK IMPLICATIONS

Customer requests relate to a range of different matters and risks. Effective processes for managing and responding to requests is an important part of Council's control framework.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

No specific matters noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Customer requests are an important mechanism to engage on a range of matters. This report enables Council to inform the community on the volumes of received and processed requests.

CONCLUSION

Council manages and responds to customer requests using the Closing the Loop system, including a focus on actively closing the loop with contacting customers. The above summary information has been provided for Council's information.

OFFICER'S RECOMMENDATION

12.3.1. That Council notes the update on customer requests for December 2018.

MOTION

12.3.1. *That Council notes the update on customer requests for December 2018.*

Moved: Cr Kate Redwood AM

Seconded: Cr John Cottrell

Carried

12.4. THE REX PROJECT UPDATE

GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.

PURPOSE

The purpose of this report is to provide Council with an update on the Rex project and seek additional funds to complete the project if planning approval is granted.

BACKGROUND

In June 2018 Council was informed of concerns with the Rex Project timelines, cost implications and Planning Permit requirements. This Council decided to suspend works at that time.

Since then a Project Control Group has been established and significant work has been undertaken to fully understand all of the works, the current and expected project costs and the planning permit requirements.

ISSUE/DISCUSSION

Prior to works recommencing on the project, two items need to be addressed being:

1. Issuing of a Planning Permit for the facility; and
2. Consideration of additional funds to complete the works.

The planning permit is being considered separately to this report.

With regards to the financial position of the project these details are set out in the 'Financial Implications' part of this report.

In essence, additional funds are required to complete the project which is expected to be in the order of \$1.631 Million dollars, resulting in a total project cost of \$9,625,000 inclusive of the building purchase. These additional funds can be accommodated through asset sales and drawing on Councils Debt Reduction Reserve.

The additional funding is able to be provided without the need for any financial loan, without any detrimental impact to existing capital projects and without any additional rate rises above the state-imposed rate cap.

Subject to the issuing of the required planning permit and council approving the additional expenditure, it is possible that works could recommence in early 2019 subject to the availability of our contractors to recommence on site. Given the extensive works still required for completion, we would anticipate this being reached around October 2019.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Quality Community Infrastructure

Key Strategic Activity:

1.8 Implement the Hepburn Hub at The Rex and Daylesford Town Hall to deliver improved community spaces including theatre, swimming pool, library, meeting rooms and Council services.

FINANCIAL IMPLICATIONS

In August 2016 the following expenditure requirements were presented to Council for the proposed project.

	Costs as per Business Case	Confirmed Grant Funding	Council Funding Required
Purchase Price plus transaction costs	\$6,350,000		\$6,350,000
Fit out Library & Offices @ Rex	\$1,250,000	\$500,000	\$750,000
Town Hall Plaza and Pool	\$200,000	\$200,000	\$0
Town Hall and Seniors	\$750,000		\$750,000
Swimming Pool Upgrades	\$700,000		\$700,000
Waste to Energy	\$500,000	\$500,000	
Total	\$9,750,000	\$1,200,000	\$8,550,000

Following the recent review, the cost to Council is now expected to be in the order of \$9,625,000 (excluding the Town Hall Plaza and Pool works, Town Hall and Seniors and swimming Pool upgrades) as detailed below.

Revised works and cost estimates to completion of REX only	
Purchase Price plus transaction costs	\$6,350,000
Fit out Library & Offices @ Rex	\$2,640,000
Sustainability Strategy - Towards Zero	\$199,783
Library Equipment	\$60,632
Project Management	\$132,000
Youth Strategy	\$30,000
IT Asset Renewal	\$213,470
Total	\$9,624,103

In order to complete the project, additional funding is required for the works to continue should a required Planning permit be issued for the development. The additional funding can be provided without the need for any borrowings, without any impact to existing funded capital projects and without any additional rate rise above the state-imposed rate cap.

The purchase of the facility has previously been transacted and funded however is shown below for completeness.

In order to fund the completion of the project it is proposed to fund the works as set out in the below table:

<u>Purchase of The Rex</u>	
Borrowings	\$3,405,000
Debt Management reserve	\$450,000
Retained Earnings	\$2,495,000
<u>Construction of The REX</u>	
Budget 17/18 - Fit out Library & Office	\$1,325,000
Sustainability Strategy - Towards Zero	\$75,000
Youth Strategy	\$30,000
IT Asset Renewal	\$213,470
Asset Sales - Old Depot & Bleakly St	\$1,335,000
Debt Redemption Res	\$295,633
<hr/>	
Total	\$9,624,103

RISK IMPLICATIONS

The Hepburn Hub project is expected to address a number of long standing risks to Council's operations, including

- dispersed services delivery and operational centres,
- non compliant access requirements to some locations,
- increasing maintenance cost implications to maintain multiple sites,
- providing for future service demands for library space,
- improved sustainability performance of Council overall operations

There are also a number of risks associated with the estimated project costs outlined above for the completion of the project which include:

- the ability to secure the necessary trades persons / contractors for the various specialist works required; and
- the availability of existing contractors to return to site under the current contract arrangements.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The project is expected to derive a number of social, environmental and economic benefits for Council and its community. The project will:

- deliver improved Council services and community outcomes,
- be more cost efficient for Council and its ratepayers,
- be accessible to all

- demonstrate environmental sustainability initiatives.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Whilst community and stakeholder consultation was undertaken at the time of purchasing the Rex complex, in more recent times Council has undertaken a number of initiatives to allow the community to connect with the project and new community spaces. This has been facilitated in part by no construction works occurring in the past 6 months.

This has included community tours of the construction site commencing in October, regular social media articles and various groups such as the community cinema, local media and a school group have been shown through the partially completed facility.

In addition, there has been regular contact with the Community Cinema group to support them and facilitate a temporary operation within the Daylesford Town Hall.

The overwhelming feedback from all areas of the community has been very positive and an eagerness to see the project completed.

CONCLUSION

Prior to works recommencing, there are two items that need to be addressed being:

1. Issuing of a Planning Permit for the facility; and
2. Consideration of additional funds to complete the works.

With regards to the financial position of the project, in summary, additional funds are required for completion. This is expected to be in the order of \$1,631,000, resulting in a total project cost of \$9,625,000 inclusive of the building purchase.

These additional funds can be accommodated through asset sales and drawing on Councils Debt Reduction Reserve and will not detrimentally impact any other existing project.

OFFICER'S RECOMMENDATION

That Council:

12.4.1. Notes the project update including revised completion dates and financial implications.

12.4.2. Approves the additional expenditure of \$1,631,000 to complete the project to be funded from Asset Sales of \$1,335,000 and Debt Reduction Reserve of \$296,000

12.4.3. Agrees to have this reflected in the mid-year budget review.

12.4.4. Agrees that subject to planning permit approval, works can recommence.

MOTION

That Council:

- 12.4.1. *Notes the project update including revised completion dates and financial implications.*
- 12.4.2. *Approves the additional expenditure of \$1,631,000 to complete the project to be funded from Asset Sales of \$1,335,000 and Debt Reduction Reserve of \$296,000*
- 12.4.3. *Agrees to have this reflected in the mid-year budget review.*
- 12.4.4. *Agrees that subject to planning permit approval, works can recommence.*

Moved: Cr Kate Redwood AM

Seconded: Cr Sebastian Klein

Carried

Cr Sebastian Klein declared an indirect interest – conflicting duty on the next agenda item as an organisation he works for provides contract advice to the Solar Savers Program. Cr Klein left the meeting at 8.47 pm.

**12.5. PROPOSED SPECIAL CHARGE SCHEME FOR SOLAR SAVERS PROGRAM
ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to Council as the Sustainability Officer, I Dominic Murphy have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to give notice of its intention to declare a special charge in accordance with Section 163 of the Local Government Act 1989, for implementation of the Solar Savers program.

BACKGROUND

At the September 2018 Ordinary Council Meeting, Council resolved to participate in the Solar Savers program. This program involves Council purchasing solar PV systems for eligible vulnerable households within the Hepburn Shire, with the costs then reclaimed through a special rate charge to the property over a period of ten (10) years.

ISSUE/DISCUSSION

The program has been very highly subscribed in the Shire, with the available budget now being fully allocated to applicants.

Recent State Government funding rebates for solar PV have also made the system costs to households significantly lower than anticipated, reducing the burden on households and Council's financial exposure.

In light of additional rebates and upon consideration of the impact/goals of this program, both for Council and vulnerable community members, Council will only be reclaiming the capital cost from households; no additional interest will be claimed on special rate charges through Solar Savers.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017:2021:

Strategic Objective – Sustainable Environment

Key Strategic Action:

8.2 Support the community to develop and implement a 100% Community Renewable Stationary Energy Plan.

The Solar Savers program is one of a range of current projects aimed at implementing renewable energy within the Shire.

As required by Section 163 of the Local Government Act 1989, the special charge must be advertised for a period of at least twenty-eight (28) days before Council can formally endorse and apply the charge.

FINANCIAL IMPLICATIONS

The budget allocated to the project was capped at \$225,000, which is to be taken from Council savings. Eligible homeowners in the Shire have registered their interest, received quotations and returned signed agreements outlining their intent to participate in the program. The total value of registrations is \$221,653, which leaves insufficient funds for any additional systems to be purchased (without exceeding the available budget). Council will be reimbursed a significant amount of this (\$86,775) from the State Government on behalf of households, with the remaining cost to be repaid by homeowners through a special rates charge on the property, in accordance with Section 163 of the Local Government Act 1989.

RISK IMPLICATIONS

Solar Savers is a large program across 23 Victorian councils, with the current contract being awarded at the completion of a full tender process. The system warranties and contract specifics ensure that Council is not liable for system performance or failures. Additionally, reasonable measures have been taken to ensure that the high quality of systems and installer will minimise the risk to Council and community members.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The program aims to reduce reliance on fossil fuels, through providing behind-the-meter renewable generation technology to vulnerable households within the Hepburn Shire. Although no legal obligation is in place relating to the financial impact on participating households, it is a core project principle that only households predicted to be at least \$100 better off annually (due to energy bill savings) would be encouraged to proceed with installation.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Eligible households were contacted directly at the beginning of the program. There has been ongoing discussion between Solar Savers administration, Council and householders while gathering information and providing quotes. Householders will also be contacted throughout the Council declaration and solar energy system installation process.

CONCLUSION

The Solar Savers program has been very well received in the community and at this time it appears set to deliver upon a number of environmental, economic and social goals within the Hepburn Shire. Contract specifics and reference documents are provided as an attachment to this report.

OFFICER'S RECOMMENDATION

That Council:

12.5.1. Agrees to proceed with the provided list of applicants to the Solar Savers program (Confidential Attachment – Appendix B)

12.5.2. Gives notice of its intention to declare a special charge to the impacted properties in accordance with Section 163 of the Local Government Act 1989

MOTION

That Council:

12.5.1. Agrees to proceed with the provided list of applicants to the Solar Savers program (Confidential Attachment – Appendix B)

12.5.2. Gives notice of its intention to declare a special charge to the impacted properties in accordance with Section 163 of the Local Government Act 1989

Moved: Cr John Cottrell

Seconded: Cr Greg May

Carried

Cr Klein returned to the meeting at 8.49pm.

ATTACHMENT 6 - CONFIDENTIAL - PROPOSED SPECIAL CHARGE SCHEME
FOR SOLAR SAVER HOUSEHOLDS (DISTRIBUTED TO COUNCILLORS
UNDER SEPARATE COVER)

Cr Greg May declared an indirect interest – close association on the next agenda item as his brother is a member of the advisory group for the premium produce project. Cr May left the meeting at 8.49 pm.

12.6. HUB FOR PREMIUM PRODUCE

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Acting Manager Community and Economic Development, I Rebecca Pedretti have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to endorse the final draft of the Hepburn Hub for Premium Produce Business Case and to consider a financial contribution towards its proposed solution.

BACKGROUND

Through recent Partnership Assemblies, the community identified the need to improve support and services to Premium Produce Enterprises (PPE's) in Hepburn Shire and the broader Central Highlands region. Through further evaluation the Central Highlands Regional Partnerships have identified the priority challenge of: "The liveability and economic sustainability of our gourmet niche is at risk because we are failing to maximise our full economic potential."

Through the Partnership's efforts, HSC and Agriculture Victoria funded the production of a Business Case to thoroughly explore the problems experienced by the PPE sector within the Hepburn Shire and to develop potential solutions. Hepburn Shire Council led this project.

The Project Control Group (PCG) included representatives from HSC, RDV, Agriculture Victoria and the Partnership and was informed by a Technical Working Group which comprised of 8 local PPE's. A survey of Hepburn PPE businesses further informed the PCG and Business Case.

The final business case provides a recommendation for delivery models, governance, and establishment financing.

ISSUE/DISCUSSION

Through extensive consultation with PPE businesses, the Business Case has identified a range of barriers that are preventing the sector from reaching its full potential. Competing land use pressures, complex regulatory frameworks, and challenges accessing finance, value adding infrastructure and appropriate business services are limiting opportunities for PPEs to focus on their business strategy growth. This, in turn, is constraining their capacity to expand as a sector.

A range of options were assessed to address these issues, including (but not limited to) a commercial financial focus to connect private funding to PPEs, and an industry-led collaboration focus targeted at empowering existing networks to implement an action plan to sector resilience.

From this analysis, a preferred solution has been developed:

A localised program focused on connecting and actively working with the PPEs in Hepburn Shire to navigate processes, unlock opportunities, and build the ongoing capacity and skills of the PPE sector to collectively grow and thrive.

This program will provide a clear point of contact between industry, government, and private sector interests. The program itself will be developed and delivered in collaboration with the local industry. It will require resources for the employment of one EFT position, in addition to an operating budget.

The program will comprise a range of components to directly assist the industry, including:

- Navigating through regulatory processes
- Collecting, collating and disseminating information
- Analysing data, information, and reaching agreed solutions
- Facilitating industry networking opportunities
- Advocating on behalf of industry to government.

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective - Vibrant Economy

Key Strategic Activity:

10. Contribute to the strength of the economy through the ongoing development of key regional attractions and events that enable marketing of our region, attraction of visitors, business opportunities and underpin a strong community.

FINANCIAL IMPLICATIONS

The projected costs involved for the delivery of this proposed project total \$710,000 cash over a three-year period. This involves an initial set-up cost of \$35,000, the annual salary of \$111,000 (including on-costs) for the officer, and an operational budget of \$114,000 per annum. The preferred solution proposes establishment funding for a PPE sector support officer in Hepburn Shire for three years, most likely

within the HSC Economic Development unit structure. The operating budget is substantial and will provide for a strong program of services to support the sector in Hepburn Shire, including a dedicated training & mentoring budget for PPE's, field trips, workshops and an annual expo.

The Partnership is presenting the Business Case to State Government for consideration of a funding pathway. It is proposed that HSC provide some financial support toward the project over the next three years as below:

Source	Amount	Contribution type	
State Government	\$620,000	Cash- funding agreement	\$710,000
HSC	\$90,000	Cash- budget	
HSC	\$60,000	In-kind	

The details of the HSC proposed contribution are:

Year	Cash	In-kind (office space, utilities, use of systems & pool car, management time, supervision)
2019/20	\$30,000	\$20,000
2020/21	\$30,000	\$20,000
2021/22	\$30,000	\$20,000
Total over 3 years	\$90,000	\$90,000

RISK IMPLICATIONS

This program is heavily reliant on State Government funding. This Hub for Premium produce will not be able to proceed without this support.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

It is anticipated that this program will have a considerable economic impact within Hepburn Shire. A \$4.5M increase in Hepburn is estimated based on 33% of Hepburn Shire Agriculture production being premium with 10% increased in value. This increase is Agriculture production only, not considering food processing or agri-

tourism. The broader Central Highlands economic benefit applying the same criteria is \$16M to \$25M.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community and stakeholders have been heavily involved right throughout the process. A Technical Working Group, comprising 8 Hepburn Shire PPE's was formed and consulted at various stages throughout the project. A survey was also sent to over 200 different agricultural businesses within the Hepburn Shire.

CONCLUSION

This business case recommends supporting a localised program that is focused on connecting and actively working with the PPEs in Hepburn Shire to navigate processes, unlock opportunities, and build the ongoing capacity and skills of the PPE sector to collectively grow and thrive. The program will have a significant economic impact and is directly aligned with key strategic actions within Councils Economic Development Strategy and Council Plan 2017-2021.

OFFICER'S RECOMMENDATION

That Council:

12.6.1. Endorses the Draft Hub for Premium Produce Business Case

12.6.2. Commits \$30,000 - cash and \$20,000 in-kind annually for 3 years commencing 2019-20 financial year towards this program (subject to State Government Funding)

MOTION

That Council:

12.6.1. Endorses the Draft Hub for Premium Produce Business Case

12.6.2. Commits \$30,000 - cash and \$20,000 in-kind annually for 3 years commencing 2019-20 financial year towards this program (subject to State Government Funding)

Moved: Cr Sebastian Klein

Seconded: Cr Fiona Robson

Carried

Cr May returned to the meeting at 8:59 pm

ATTACHMENT 7 - CONFIDENTIAL - HUB FOR PREMIUM PRODUCE
BUSINESS CASE (DISTRIBUTED TO COUNCILLORS UNDER SEPARATE
COVER)

12.7. COMMUNITY GRANTS – DECEMBER 2018

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Community Programs Officer, I Rachel Murphy have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to recommend the allocation of the 2018-2019 Community Grants Program for December 2018.

BACKGROUND

The Community Grants Program allows Council to directly support the work of community groups and organisations as well as provide the chance for innovation across Hepburn Shire. The program funds applications in the following categories:

- A. Sustainable Environment and Vibrant Economy
- B. Active and Engaged Communities
- C. Quality Community Infrastructure (including small equipment)
- D. Reconciliation Support
- E. White Ribbon and Family Violence Action Initiatives
- F. Children's Program
- G. Charitable Purposes

ISSUE/DISCUSSION

A total of eleven applications were received for December. There is also one additional application to be considered at the December Council Meeting due to deferral at the November Council Meeting.

Seven of these applications are eligible to receive funding through the Community Grants Fund (Categories A, B & D), and five through the CEO and Mayor Ball Fund (Category G).

The grant applications were assessed by Council's Community Grant Assessment Team. This team is made up of Community Grants Project Support Officer, the relevant Council Officer to the application (for example Events Coordinator for event applications) and an independent community member with skills and experience in arts and culture, community development and events.

Grant applications were assessed against the following criteria, contained in the Guidelines:

- Description of the Project
- What will the Project achieve and how will it be implemented
- Risk Assessment

- Budget.

To be successfully recommended to Council, the application must meet all Guidelines to the satisfaction of all three Assessment Team members. The Community Grant Project Support Officer and relevant Council Officers continue to work with unsuccessful applicants to meet the Guidelines.

Two applications were received in December for Clunes Tourism Development Association. One of which was for Australia Day celebrations and to perform an acknowledgement of country, the other for Carols Night Fireworks. Both applications have been recommended in this report as the Australia Day event sits outside the Community Grants guidelines as it is a Council ran event.

Applications to be considered at the December Council meeting for the Community Grants Program include the following:

Project Name	Community Organisation	Description	Grant Category	Recommendation	Amount Requested	Amount Recommended
Christmas in Clunes – Carols Night Fireworks	Clunes Tourism Development Association	A firework display to be incorporated in Christmas Carols night event.	A.	Recommended	\$2,000	\$2,000
Daylesford and Macedon Ranges Open Studios 2019	Daylesford and Macedon Open Ranges Studios	Public art exhibition. Indigenous artist and residence program.	A.	Recommended	\$2,000	\$2,000
Regional Women of Australia	Regional Women of Australia auspiced by Hepburn Regional Community Cheer	Development of a podcast promoting 12 female Hepburn community members.	A.	Not recommended	\$2,000	\$2,000
Daylesford Motor Show	Daylesford Motor Show	Family friendly event open to all	A.	Recommended	\$2,000	\$2,000

	auspiced by the Daylesford Football Netball Club	makes and models of collectable vehicles spanning over the last 100 years. Stall holders, food vendors live entertainment and health checks will also be on offer. Proceeds will be donated towards local charities.				
Creswick Play Group	Creswick Play Group auspiced by Creswick Neighbourhood Hose	Purchase of more toys to cater for more children who attend Play Group. There is currently a shortage of toys for attendees.	B.	Recommended	\$905.19	\$905.19
Repair and Upgrade Kingston Showground Kitchen Facilities	Kingston Agricultural Show Inc.	Replace the stove in the kitchen of the Kingston Show-grounds club. Current stove is deemed to be beyond repair and is an occupational health and safety risk.	B.	Recommended	\$1,000	\$1,000
Clunes Australia Day Celebrations	Clunes Tourism	Including an acknowledgement of the traditional owners at the	D.	Recommended subject to Dja Dja Wurrung	\$1,000	\$1,000

	Development Association	2019 Clunes Australia Day Celebration.		Aboriginal Clans booking		
Total Recommended						\$8,905.19

Applications to be considered at the December Council meeting for the CEO and Mayor Ball Fund include the following:

Project Name	Community Organisation	Description	Grant Category	Recommendation	Amount Requested	Amount Recommended
Emergency Food Relief	The Parish of Springmount Emergency Food Relief Programme	Assist children to take fresh healthy food to school.	G.	Recommended	\$2,000	\$2,000
Trentham Christmas Cheer	Trentham Neighbourhood Centre	Christmas food, gifts and vouchers will be to those experiencing disadvantage within the community.	G.	Recommended – partial funding	\$2,000	\$1,000
Firewood for the Needy	Trentham Lions Club	Provide firewood to those disadvantaged living within the community at a subsidised cost or free of charge (based on their level of need).	G.	Recommended – partial funding	\$2,000	\$1,000
Daylesford 5000 Club	Daylesford 5000 Club, an outreach	Volunteers prepare and provide hot,	G.	Recommended	\$2,000	\$2,000

	program of the Anglican Church of Daylesford	healthy and fresh meals to attendees each week. Offer fruit and vegetables to all attendees to take home with them.				
Open House Program	Clunes Neighbourhood Centre	Affordable healthy community meals initiative led by volunteers within the Clunes community. Provides volunteers with training opportunity to up-skill for potential future employment opportunities.	G.	Recommended	\$2,000	\$2,000
Total Recommended						\$8,000

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Council Plan 2017-2021:

Strategic Objective:

Active & Engaged Communities

Key Strategic Activity:

3. Support the strength and resilience of the community through delivering actions in areas such as Youth, Libraries, Early Years, Community Planning, Arts and Culture, Events and Community Grants. Monitor emerging social issues impacting the community and demonstrate leadership in advocating to government and other agencies to support the community.

Action:

3.4 Continue to provide community grants to support community projects, events and initiatives.

FINANCIAL IMPLICATIONS

Council has allocated \$42,000 for Community Grants in the 2018-2019 budget.

Following the November Community Grants allocation there is a funding balance of \$23,006.50 in the 2018-2019 Program.

Within the CEO and Mayor Ball Fund, a maximum of \$2,000 can be allocation to each Council ward.

RISK IMPLICATIONS

All applicants are required to identify how project risk and safety issues will be managed, and this formed part of the assessment process. Insurance and not-for-profit status is checked for all applications. All successful applicants are required to sign grant terms and conditions prior to receiving the grant allocation. There is a system in place for Council officers to monitor receipt of acquittals and follow up of any outstanding acquittals.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

The Community Grants Program supports projects by volunteer community groups. The focus of these projects is to strengthen community resilience and connection, promote sustainability and to assist in the implementation of community priorities.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The request for applications for the Community Grants Program was advertised through Council social media, community networks and on Council's webpage. Officers worked on a one on one basis with applicants.

CONCLUSION

The recommended projects support the objectives of the 2018-19 Community Grants Program.

OFFICER'S RECOMMENDATION

12.7.1. That Council awards the following application from the 2018-19 Community Grants Program to:

Project Name	Community Organisation	Amount
Christmas in Clunes – Carols Night Fireworks	Clunes Tourism Development Association	\$2,000
Daylesford and Macedon Ranges Open Studios 2019	Daylesford and Macedon Ranges Open Studios	\$2,000
Clunes Australia Day Celebrations	Clunes Tourism Development Association	\$1,000
Creswick Play Group	Creswick Play Group auspiced by Creswick Neighbourhood Hose	\$905.19
Repair and Upgrade Kingston Showground Kitchen Facilities	Kingston Agricultural Show Inc.	\$1,000
Daylesford Motor Show	Daylesford Motor Show auspiced by the Daylesford Football Netball Club	\$2,000
Total		\$8,905.19

12.7.2. That Council awards the following application from the CEO and Mayor Fund to:

Project Name	Community Organisation	Amount
Emergency Food Relief	The Parish of Springmount Emergency Food Relief Programme	\$2,000
Trentham Christmas Cheer	Trentham Neighbourhood Centre	\$1,000
Firewood for the Needy	Trentham Lions Club	\$1,000
Daylesford 5000 Club	Daylesford 5000 Club, an outreach program of the Anglican Church of Daylesford	\$2,000
Open House Program	Clunes Neighbourhood Centre	\$2,000
Total		\$8,000

MOTION

12.7.1. That Council awards the following application from the 2018-19 Community Grants Program to:

Project Name	Community Organisation	Amount
Christmas in Clunes – Carols Night Fireworks	Clunes Tourism Development Association	\$2,000
Daylesford and Macedon Ranges Open Studios 2019	Daylesford and Macedon Ranges Open Studios	\$2,000
Clunes Australia Day Celebrations	Clunes Tourism Development Association	\$1,000
Creswick Play Group	Creswick Play Group auspiced by Creswick Neighbourhood House	\$905.19
Repair and Upgrade Kingston Showground Kitchen Facilities	Kingston Agricultural Show Inc.	\$1,000
Daylesford Motor Show	Daylesford Motor Show auspiced by the Daylesford Football Netball Club	\$2,000
Total		\$8,905.19

12.7.2. That Council awards the following application form the CEO and Mayor Fund to:

Project Name	Community Organisation	Amount
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Emergency Food Relief	The Parish of Springmount Emergency Food Relief Programme	\$2,000
Trentham Christmas Cheer	Trentham Neighbourhood Centre	\$1,000
Firewood for the Needy	Trentham Lions Club	\$1,000
Daylesford 5000 Club	Daylesford 5000 Club, an outreach program of the Anglican Church of Daylesford	\$2,000
Open House Program	Clunes Neighbourhood Centre	\$2,000
Total		\$8,000

Moved: Cr Neil Newitt

Seconded: Cr Kate Redwood AM

Carried

**12.8. REQUEST FOR APPROVAL TO OPERATE HIGHER MASS LIMIT AND B-DOUBLE VEHICLES ON LOCAL COUNCIL ROADS
GENERAL MANAGER INFRASTRUCTURE**

In providing this advice to Council as the Engineering Development Officer, I Ashley Goad have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider new and renewal requests to use Higher Mass Limit (HML) and B-Double vehicles on local roads.

NEW AND RENEWAL APPLICATIONS

The following requests for new and renewal of existing permits have been received from the National Heavy Vehicle Regulator.

Ref	Permit Type	Organisation	Vehicles	Roads	Load Type	Time Frame as per Application	No of Trips (approx)
a) 140418	Amend	ACF Transport Pty Ltd	Prime Mover towing load	South Bullarto road between Daylesford Trentham Road and Lynchs Road	Logs	20/11/2018-19/11/2021	30 Trips
b) 204466	New	Golden Age Homes Pty Ltd	Prime Mover towing load	Bowen Street between Kyneton Trentham road and 16 Bowen Street	House Transportation	30/11/2018-30/11/2019	5 trucks – 1 trip
c) 201912	New	Golden Age Homes Pty Ltd	Prime Mover towing load	Victoria Street Between Kyneton Trentham road and 14 Victoria Street	House Transportation	27/11/2018-26/11/2019	5 trucks – 1 trip
d) 106044	Renew	DT Richards Pty Ltd	Prime Mover towing load	Jubilee Road, Sulky (between Midland Highway and Codes Forest Road) Codes Forest Road, Sulky (between Jubilee Road and Council boundary)	Logs	21/12/2018 – 20/12/2019	50 Trips

ISSUE/DISCUSSION

Council officers have assessed the applications considering the following:

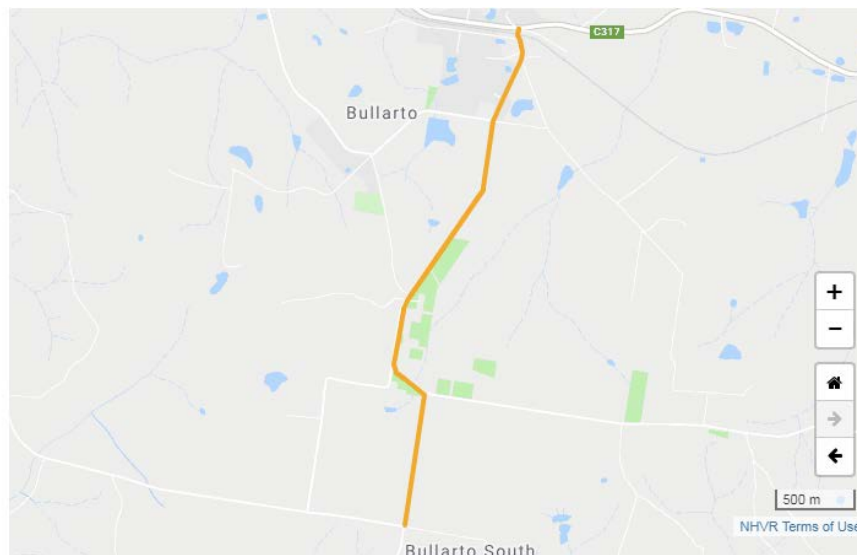
- Community safety
- Local amenity
- Physical limitations of the network
- Economic benefits
- Alternative access
- Cost implications to Council.

The results of the assessments are provided below along with any recommended conditions to be applied to any consent granted by Council.

CONSENT REQUESTS

a) ACF Transport Pty Ltd - (Road Manager Request Number 140418):

ACF Transport Pty Ltd requests that Council grant a renewal of consent for the route shown as follows:

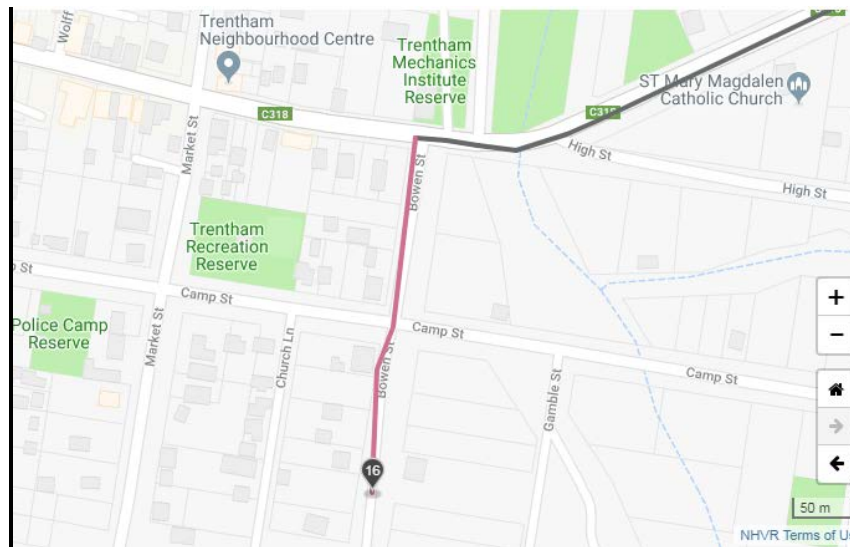


Map a - 1

The requested route was assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Conditions A & C.

b) Golden Age Homes Pty Ltd (Road Manager Request Number 204466):

Golden Age Homes Pty Ltd has requested that Council grant consent for the following route which is shown in the following map:

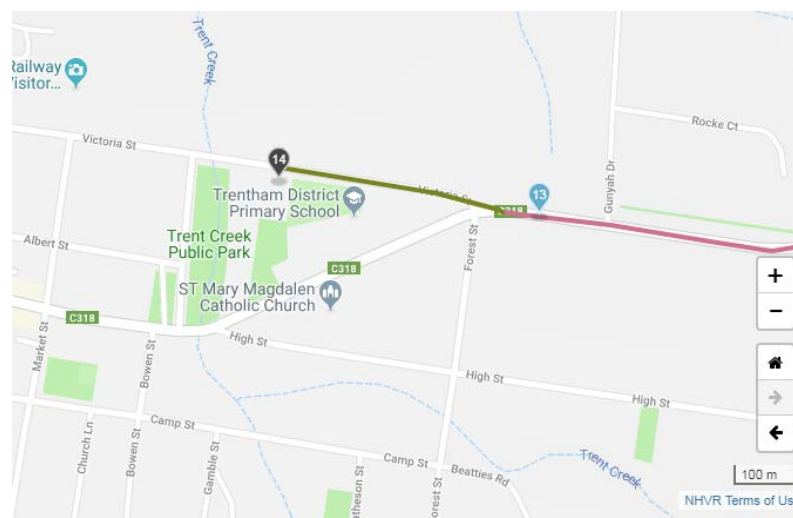


Map c - 1

The requested route was assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Condition A.

c) Golden Age Homes Pty Ltd (Road Manager Request Number 201912):

Golden Age Homes Pty Ltd requested that Council grants consent for the routes shown in the following maps:

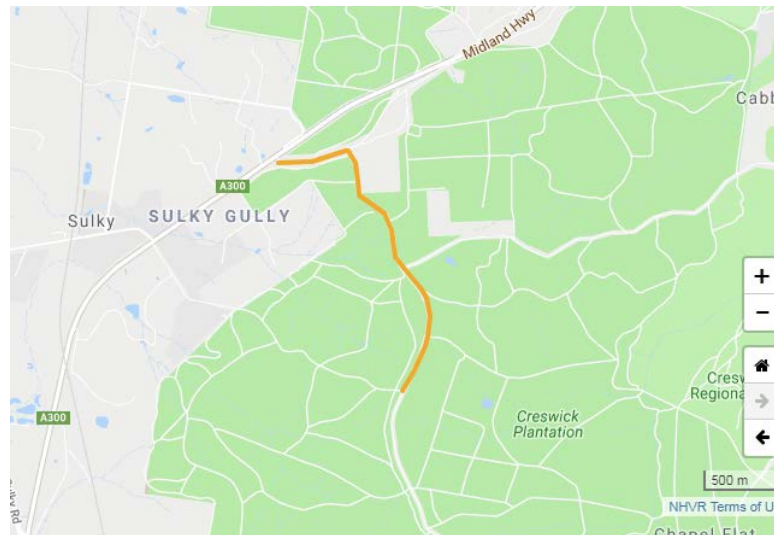


Map d - 1

The requested route was assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Condition A.

d) DT Richards Pty Ltd (Road Manager Request Number 106044):

DT Richards Pty Ltd requested that Council grants consent for the routes shown in the following maps:



Map d - 1

The requested route was assessed as being suitable for using Heavy Vehicles in accordance with the application subject to the new Standard Conditions and supplementary Condition A.

NEW STANDARD CONDITIONS

It is the responsibility of the above permit holders to pay attention to:

- Overhead cables
- Overhanging trees
- Steep inclines/declines, tight corners and narrow roads
- Must not trim or remove any trees without all approvals being obtained
- The use of compression brakes is to be avoided in residential areas
- Obey the Load Limit Signs for bridges at all times
- Obey the Height Restriction Signs when appropriate

SUPPLIMENTARY CONDITIONS

It is the responsibility of the above permit holder to operate with the following supplementary conditions:

- A. Hours of Operation shall be 7:00am to 6:00pm
- B. Unloaded vehicles only
- C. Hours of Operation shall not interfere with School Start and End times (8:00am to 9:30am & 230pm to 4:00pm).

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The Heavy Vehicle National Law (HVNL) came into effect on 10 February 2014 which requires Council to consider and provide consent for heavy vehicles to travel along roads under its control. Where consent is not provided, grounds for refusing to grant consent need to be provided.

FINANCIAL IMPLICATIONS

There are no expected financial implications of granting approval to the above operator to use heavy vehicles on subject Council maintained roads.

RISK IMPLICATIONS

There are no expected specific risk implications of granting approval to the above operator to use heavy vehicles on subject Council maintained roads.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

There are expected to be economic benefits for local business and economic development through granting of consents for access.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

No external engagement was undertaken in relation to these requests.

CONCLUSION

Council has received requests from the National Heavy Vehicle Regulator for consent to issue of permits to operate HML vehicles on local roads. Following a review of the referrals, conditional consent is recommended for the operators as detailed within this report.

OFFICER'S RECOMMENDATION

That Council:

12.8.1. Approves ACF Transport Pty Ltd to use a Prime Mover towing load commencing 18 December 2018 and expiring 19 November 2021 on Bullarto South Road, Bullarto (between Daylesford Trentham Road and Lynchs Road); subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A and 12.8.6C.

12.8.2. Approves Golden Age Pty Ltd to use a Prime Mover towing load commencing 18 December 2018 and expiring 30 October 2019 on all Local Authority controlled roads subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.3. Approves Golden Age Pty Ltd to use a Prime Mover towing load commencing 18 December 2018 and expiring 26 October 2019 on all Local Authority controlled roads subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.4. Approves DT Richards Pty Ltd to use a Prime Mover towing load commencing 21 December 2018 and expiring 20 December 2019 on all Local Authority controlled roads subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.5. Provides the above approvals subject to the following new standard conditions:

- It is the responsibility of all the above permit holders to pay attention to:
- Overhead cables.
- Overhanging trees.
- Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- The use of compression brakes is to be avoided in residential areas.
- Obey the Load Limit Sign for bridges at all times
- Obey Height Restriction Signs when appropriate.

12.8.6. Provides the above approvals where specified subject to the following conditions:

It is the responsibility of the above permit holder to operate with the following supplementary conditions:

- Hours of Operation shall be 7:00am to 6:00pm
- Unloaded vehicles only
- Hours of Operation shall not interfere with School start and end times (8:00am to 9:30am & 2:30pm to 4:00pm).

MOTION

That Council:

12.8.1. Approves ACF Transport Pty Ltd to use a Prime Mover towing load commencing 18 December 2018 and expiring 19 November 2021 on Bullarto South Road, Bullarto (between Daylesford Trentham Road and Lynchs Road); subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A and 12.8.6C.

12.8.2. Approves Golden Age Pty Ltd to use a Prime Mover towing load commencing 18 December 2018 and expiring 30 October 2019 on all Local Authority controlled roads subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.3. Approves Golden Age Pty Ltd to use a Prime Mover towing load commencing 18 December 2018 and expiring 26 October 2019 on all Local Authority controlled roads subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.4. Approves DT Richards Pty Ltd to use a Prime Mover towing load commencing 21 December 2018 and expiring 20 December 2019 on all Local Authority controlled roads subject to new standard conditions 12.8.5 and supplementary conditions 12.8.6A.

12.8.5. Provides the above approvals subject to the following new standard conditions:

It is the responsibility of all the above permit holders to pay attention to:

- Overhead cables.
- Overhanging trees.
- Steep inclines/declines, tight corners and narrow roads.
- Must not trim or remove any trees without all approvals being obtained.
- The use of compression brakes is to be avoided in residential areas.
- Obey the Load Limit Sign for bridges at all times
- Obey Height Restriction Signs when appropriate.

12.8.6. Provides the above approvals where specified subject to the following conditions:

It is the responsibility of the above permit holder to operate with the following supplementary conditions:

- A. Hours of Operation shall be 7:00am to 6:00pm*
- B. Unloaded vehicles only*
- C. Hours of Operation shall not interfere with School start and end times (8:00am to 9:30am & 2:30pm to 4:00pm).*

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

12.9. COUNCILLOR REPRESENTATION ON COMMITTEES AND EXTERNAL BODIES ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to review and update Councillor representation on committees, boards and external bodies.

BACKGROUND

On an annual basis, following the appointment of the Mayor and Deputy Mayor, Council reviews the representation and makes amendments where required. The last review was performed in November 2018, and Councillors were allocated to the Advisory and External Committees of Council by a resolution at the Statutory Meeting on 7 November 2018.

ISSUE/DISCUSSION

Because two Councillors were absent at the briefing on 7 November when the latest appointments were discussed, the item is being revisited. The current representation to Committees by Councillors and staff is outlined below.

Organisation / Committee	2018-19
External Bodies	
Committee of Management for DELWP (26 Committees)	All Councillors Represent their ward at these meetings when required
Municipal Association of Victoria	Mayor
Victorian Local Governance Association	Cr Sebastian Klein
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Sebastian Klein
World Heritage Listing of the Victorian Goldfields Region Steering Committee	Cr Neil Newitt Manager Community

	and Economic Development
Central Highlands Councils Victoria	Mayor
Loddon Campaspe Councils Victoria	Mayor
Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Annual Ward Councillor Rotation: Cr Cottrell
Mineral Springs Reserves Advisory Committee	Cr Kate Redwood AM
International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Cr Neil Newitt
White Ribbon Committee	Cr Greg May
Reconciliation Action Plan Community Reference Group	Mayor
Disability Access and Inclusion Advisory Committee	Cr John Cottrell Alternate: Cr Fiona Robson

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

Many of these committees have been established to advise Council, or for Council to provide input, in the development of policy and strategy.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

Councillor representation is required on committees, boards and external bodies to ensure that public views are incorporated into the decision-making process.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

Effective community engagement provides the opportunity for Hepburn Shire community members to influence Council decisions and where appropriate play a partnership role in the planning and implementation of those decisions.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The purpose of these committees, boards and external bodies is to achieve effective community and stakeholder engagement both internally and externally.

CONCLUSION

The review of Councillor representation on committees, boards and external bodies, provides strong and diverse Council representation on behalf of the Hepburn Shire community.

OFFICER'S RECOMMENDATION

12.9.1. That Council appoints the following councillors to the listed committees, boards and external bodies:

Organisation / Committee	2018-19
External Bodies	
Committee of Management for DELWP (26 Committees)	All Councillors Represent their ward at these meetings when required
Municipal Association of Victoria	Cr John Cottrell
Victorian Local Governance Association	Cr Fiona Robson
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Kate Redwood AM
World Heritage Listing of the Victorian Goldfields Region Steering Committee	Cr Neil Newitt Manager Community and Economic Development
Central Highlands Councils Victoria	Mayor

Loddon Campaspe Councils Victoria	Mayor
Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Annual Ward Councillor Rotation: Cr Cottrell
Mineral Springs Reserves Advisory Committee	Cr Fiona Robson
International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Cr Neil Newitt
White Ribbon Committee	Cr Greg May
Reconciliation Action Plan Community Reference Group	Mayor
Disability Access and Inclusion Advisory Committee	Cr John Cottrell Alternate: Cr Fiona Robson

MOTION

12.9.1. That Council appoints the following councillors to the listed committees, boards and external bodies:

Organisation / Committee	2018-19
External Bodies	
Committee of Management for DELWP (26 Committees)	All Councillors Represent their ward at these meetings when required
Municipal Association of Victoria	Cr John Cottrell
Victorian Local Governance Association	Cr Fiona Robson
Cultivate Agribusiness Central Highlands	Manager Community and Economic Development
Grampians Central West Waste and Resource Recovery Group Forum	Cr Kate Redwood AM
World Heritage Listing of the Victorian Goldfields Region Steering Committee	Cr Neil Newitt Manager Community and Economic Development
Central Highlands Councils Victoria	Mayor
Loddon Campaspe Councils Victoria	Mayor
Council Advisory Committees	
Audit and Risk Advisory Committee (two positions)	Cr Don Henderson Cr John Cottrell
Municipal Emergency Management Planning Committee	Cr Greg May
Public Art Panel	Annual Ward Councillor Rotation: Cr Cottrell
Mineral Springs Reserves Advisory Committee	Cr Fiona Robson

International Women's Day Organising Committee	Cr Kate Redwood AM
Heritage Advisory Panel	Cr Neil Newitt
White Ribbon Committee	Cr Greg May
Reconciliation Action Plan Community Reference Group	Mayor
Disability Access and Inclusion Advisory Committee	Cr John Cottrell Alternate: Cr Fiona Robson

Moved: Cr Neil Newitt

Seconded: Cr Sebastian Klein

Carried

12.10. RECORD OF ASSEMBLIES OF COUNCILLORS

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to receive and note Assemblies of Councillors.

BACKGROUND

The Local Government Act 1989 defines Assembly of Councillors as:

...a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be:

- the subject of a decision of the Council; or*
- subject to the exercise of a function, duty of power of the Council that has been delegated to a person or committee -*

but does not include a meeting of the Council, a special committee of the Council, an audit committee established under Section 139, a club, association, peak body, political party or other organisation.

ISSUE / DISCUSSION

The Local Government Act 1989 (as amended) requires the record of an Assembly of Councillors to be:

1. Reported at an Ordinary Meeting of the Council; and
2. incorporated in the minutes of that Council Meeting.

For this purpose, the following records of Assemblies of Councillors are reported:

Date	Location	Committee Name
16 October 2018	Glenlyon Shire Hall	Councillor/CEO Meeting
7 November 2018	Daylesford Town Hall	Council Briefing
13 November 2018	Daylesford Town Hall	Council Briefing
20 November 2018	Daylesford Town Hall	Pre-Council Meeting Briefing
20 November 2018	Daylesford Town Hall	Councillor/CEO Meeting
27 November 2018	Daylesford Town Hall	Public Art Panel

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Local Government Act 1989, Section 80A

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

There are implications with regards to Council's compliance with the *Local Government Act 1989* (as amended) if written records of Councillor Assemblies are not reported to Council.

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

The inclusion of the attached record of Councillor Assemblies in the Council Agenda and their availability to the public will increase awareness of the activities of Council and could increase community involvement in decision making at Council level.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

CONCLUSION

Information provided for noting.

OFFICER'S RECOMMENDATION

12.10.1. That Council receives and notes the Records of Assemblies of Councillors for the month of November 2018.

MOTION

12.10.1. That Council receives and notes the Records of Assemblies of Councillors for the month of November 2018.

Moved: Cr Greg May

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 8 - RECORDS OF ASSEMBLIES OF COUNCILLORS

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor/CEO Meeting
 Date: 16 October 2018
 Time: 2:00 – 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other – Glenlyon Town Hall

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar | |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |

Conflict of Interest Disclosures:


Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |

Signature: 

Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

COUNCILLOR & CEO MEETING

Tuesday 16-10-2018

Glenlyon Town Hall

2:00 - 3:30PM

PRESENT: Councillors John Cottrell, Don Henderson, Greg May, Kate Redwood AM, Fiona Robson, Neil Newitt, CEO Evan King

CHAIR: Mayor John Cottrell

APOLOGIES:

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Cr John Cottrell
2.		Rainbow Flag, Daylesford	Evan King
3.		VCAT Planning Issue, Glenlyon	Evan King
4.		Remembrance Day Invitations	Mayor John Cottrell

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor Briefing
Date: Wednesday, 7 November 2018
Time: 9:00am – pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Glenlyon Town Hall

Councillors present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input type="checkbox"/> Cr Sebastian Klein |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM (left @ ... returned @ 12:25pm) | <input checked="" type="checkbox"/> Cr Neil Newitt |
| | <input type="checkbox"/> Cr Fiona Robson |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | Manager Aged & Disability Services - Louisa Watts, Visitor Experience Officer - Julie Nixon, A/Manager Community & Economic Development – Rebecca Pedretti and Rachel Palmer, Vivienne Green - Manager People and Culture, Manager Aged & Disability Services – Louisa Watts, External Presentation Daylesford Macedon Tourism – Steve Wroe and Kerry Clarke, External Presentation – Alex Cullen and Janine Haddow, Sustainability Officer – Brian Bainbridge, A/Manager Strategic Asset Management – Stuart Ritchie |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Nil	

Matters Considered: [Click here to enter a date.](#)

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|--|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | <input type="checkbox"/> Other, please specify: |

Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Signature: _____  _____

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

Wednesday 7 November 2018
Council Chamber, Daylesford Town Hall
9:00 am – 4:30pm

INVITED:

Councillors	Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein
Officers	Evan King – Chief Executive Officer Steve Millard – Acting GM Community and Corporate Services Bruce Lucas – GM Infrastructure

CHAIR: Evan King – Chief Executive Officer

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9.00am	External Presentation	New CEO from Daylesford Macedon Tourism	Steve Wroe	4
2.	10.00am	Discussion	Councillor Representation on Committees and Boards for 2018-19	Coordinator Governance and Information	5
3.	10.15am	Report	Closures over the Christmas/New Year Period 2018-19	Coordinator Governance and Information	7
	10.30am		Break		
4.	10.45am	Presentation	Detailed OHS Incident Report	Manager People and Performance	9
5.	11.00am	Report	Mineral Springs Reserves Advisory Committee Terms of Reference	GM Infrastructure	10

No	Time	Type	Agenda Item	Presenter	Page No
6.	11.15am	External Presentation	VEAC re Central West Investigation	TBC	13
7.	11.45am	Report	Update - Trentham Kindergarten Works and Childcare Extension	Manager, Special Projects	14
8.	12.00pm	Report	Update - Daylesford – Hanging Rock Rail Trail	Manager, Special Projects	17
	12.30pm		Lunch		
9.	1.00pm	Presentation/ Discussion	Update on The Rex Project	GM Infrastructure	24
10.	2.00pm	Report/ Presentation	Community Grants Program	Community Programs Officer	25
11.	2.15pm	Presentation	Biodiversity Strategy	Biodiversity Officer	27
12.	2.45pm	Report	Reconciliation Action Plan Community Reference Group – Amendment to Terms of Reference	Community Development Officer	101
	3.00pm		Break		
13.	3.15pm	Report	First Right of Refusal to Purchase State Government Land	Acting Manager Strategic Asset Management	119
14.	3.30pm	Report	Disability Advisory Committee – Terms of Reference	Rural Access Worker	121
15.	3.45pm	Discussion	Councillor ‘Burning Issues’ Discussion	Acting GM Community and Corporate Services	127
16.	4.00pm	Discussion	Executive Issues Update	Executive Team	128

CONFIDENTIAL

▶ COUNCILLOR BRIEFING AGENDA
WEDNESDAY 7 NOVEMBER 2018

No	Time	Type	Agenda Item	Presenter	Page No
17.	4.15pm	Discussion	External Committees Update	All	129
	4.30pm		CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor Briefing
Date: Tuesday, 13 November 2018
Time: 9:00am – 1:05pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Glenlyon Town Hall

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CEO Evan King | <input checked="" type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | External Presentation – Kate Oliver, Maddocks Lawyers, Governance and Information Coordinator – Katherine Toom, Governance Officer – Rebecca Smith |
| <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered: Click here to enter a date.

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|--|---|
| <input type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |

Signature: _____  _____

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

Tuesday 13 November 2018
 Council Chamber, Daylesford Town Hall
 9:00 am – 1:00pm

INVITED:

Councillors	Councillor Don Henderson Councillor Fiona Robson Councillor Greg May Councillor John Cottrell Councillor Kate Redwood AM Councillor Neil Newitt Councillor Sebastian Klein
Officers	Evan King – Chief Executive Officer Steve Millard – Acting GM Community and Corporate Services Bruce Lucas – GM Infrastructure Katherine Toom – Coordinator Governance and Information (Governance session only) Rebecca Smith – Governance and Information Officer (Governance session only)

CHAIR:

Mayor Don Henderson Evan King – Chief Executive Officer
--

APOLOGIES:

No	Time	Type	Agenda Item	Presenter	Page No
1.	9.00am	Report	Local Government Integrity Frameworks Review - IBAC	Acting GM Community and Corporate Services	3
2.	9.30am	Presentation	"Know Your Council" Results for 2017/18	Acting GM Community and Corporate Services	5
3.	10.00am	Training	Governance Session	Ms Kate Oliver - Maddocks	6
4.	12.00pm	Presentation	Review of Kerbside Waste and Recycling Assumptions	Acting GM Community and	7

		and Future Collection Options	Corporate Services	
	1:00pm	CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor/CEO Meeting

Date: 20 November 2018

Time: 2:00 – 3:30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr John Cottrell | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Don Henderson | <input checked="" type="checkbox"/> Cr Neil Newitt |
| <input checked="" type="checkbox"/> Cr Kate Redwood AM | <input checked="" type="checkbox"/> Cr Fiona Robson |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Acting GM Infrastructure Carl Telfar | |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

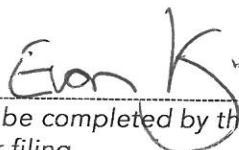
Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CEO Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Infrastructure Bruce Lucas | |
| <input type="checkbox"/> Acting GM Community & Corporate Services Steve Millard | |

Signature:



Note: This form **MUST** be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

COUNCILLOR & CEO MEETING

Tuesday 20-11-2018

Council Chambers, Daylesford

2:00 - 3:30PM

PRESENT: Councillors Don Henderson, Kate Redwood AM, John Cottrell, Greg May, Neil Newitt, CEO Evan King

CHAIR: Mayor Don Henderson

APOLOGIES: Fiona Robson, Sebastian Klein

No.	Time	Agenda Item	Presenter
1.	2:00pm	Relevant items for discussion following Councillor only time	Cr Don Henderson
2.		Delegated Planning Authority	Evan King
3.		Cars & Coffee	Cr Kate Redwood AM
4.		Projects for consideration with Federal Election in May 2019	Cr Kate Redwood AM
5.		The Rex Audit	Evan King
6.			
7.			
8.			
9.			

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Pre- Council Meeting Briefing

Date: Tuesday, 20 November 2018

Time: 3:45pm – 4:50pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify) – Glenlyon Town Hall

Councillors present:

<input checked="" type="checkbox"/> Cr John Cottrell	<input checked="" type="checkbox"/> Cr Greg May
<input checked="" type="checkbox"/> Cr Don Henderson	<input checked="" type="checkbox"/> Cr Neil Newitt
<input checked="" type="checkbox"/> Cr Kate Redwood AM	<input checked="" type="checkbox"/> Cr Fiona Robson
<input type="checkbox"/> Cr Sebastian Klein	

Members of Council Staff present:

<input checked="" type="checkbox"/> CEO Evan King	<input checked="" type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard	Manager Aged & Disability Services – Louisa Watts
<input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas	

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Don Henderson	Left 4:30pm, returned 4:35pm

Matters Considered: Click here to enter a date.

Agenda Attached

Name and title of Officer responsible for this written record:

<input type="checkbox"/> CEO Evan King	<input type="checkbox"/> Other, please specify:
<input checked="" type="checkbox"/> Acting GM Community & Corporate Services Steve Millard	
<input type="checkbox"/> GM Infrastructure Bruce Lucas	

Signature: _____  _____

Note: This form MUST be completed by the attending Council Officer and returned immediately to Governance Officer for filing.

PUBLIC ART PANEL
Tuesday 27th November 2018

Mayor's Room, First Floor, Daylesford Town Hall, 76 Vincent Street, Daylesford

Attendees: Dr. Sue Walker (Chair), Brad Hooper, Kim Percy, Craig Barrett, Ian Head, Rebecca Russell, Cr. Kate Redwood, Cr. Neil Newitt, Cr. John Cottrell, Rachel Palmer (Coordinator Community Partnerships), Evan King (CEO), Steve Millard (Acting General Manager Community & Corporate Services)

Apologies: Dr Louiseann Zahra-King

Item	Time	Agenda Item	Presenter
1	1:30pm	Welcome, apologies and introductions Acceptance of minutes from previous meeting	Chair
2	1:35pm	Discussion – Bromley @ The Rex	Chair
3	2:05pm	Tour – The Rex	Bruce Lucas – General Manager Infrastructure
4	2.30pm	Meeting closed	Chair

13. COUNCIL SPECIAL COMMITTEES (SECTION 86)

13.1. MINUTES OF SPECIAL COMMITTEES (SECTION 86)

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes and recommendations from Council's Special Committees (Section 86).

BACKGROUND

Special Committees are established by Council under section 86 of the *Local Government Act 1989* and their function and responsibilities outlined in an Instrument of Delegation. Under the Instruments of Delegation, special committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports of Special Committees, as provided by the committees over the past month, for your information:

- Creswick Museum Special Committee – 5 November 2018
- Lee Medlyn Home of Bottles – 19 November 2018
- Drummond Hall Special Committee – 30 November 2018

These minutes have been previously provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes and reports have been provided for noting.

OFFICER'S RECOMMENDATION

13.1.1. That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:

- Creswick Museum Special Committee – 5 November 2018
- Lee Medlyn Home of Bottles – 19 November 2018
- Drummond Hall Special Committee – 30 November 2018

MOTION

13.1.1. *That Council receives and notes the minutes of the Special Committees (Section 86) which have been distributed under separate cover:*

- *Creswick Museum Special Committee – 5 November 2018*
- *Lee Medlyn Home of Bottles – 19 November 2018*
- *Drummond Hall Special Committee – 30 November 2018*

Moved: Cr Neil Newitt

Seconded: Cr Greg May

Carried

14. COUNCIL ADVISORY COMMITTEES

14.1. MINUTES OF ADVISORY COMMITTEES

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to Council as the Governance and Information Officer I Rebecca Smith have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to note the minutes received from Council's Advisory Committees.

BACKGROUND

Advisory committees are established by Council and their responsibilities outlined in Terms of Reference. Advisory Committees are required to maintain minutes of meetings held and provide a copy of the minutes to Council for review.

ISSUE/DISCUSSION

Please see listed below the minutes and other reports from Advisory Committees, as provided by the Committees:

- Public Art Panel Advisory Committee – 27 November 2018

These minutes have been provided to Councillors under separate cover.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Nil

FINANCIAL IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

ENVIRONMENTAL / SOCIAL / ECONOMIC IMPLICATIONS

Nil

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Members of the community are represented on these committees.

CONCLUSION

Minutes have been provided for noting.

OFFICER'S RECOMMENDATION

14.1.1. That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:

- Public Art Panel Advisory Committee – 27 November 2018

MOTION

14.1.1. *That Council receives and notes the minutes of the following Advisory Committees which have been distributed under separate cover:*

- *Public Art Panel Advisory Committee – 27 November 2018*

Moved: Cr Neil Newitt

Seconded: Cr Kate Redwood AM

Carried

14.2. RECOMMENDATIONS FROM AUDIT AND RISK ADVISORY COMMITTEE TO COUNCIL

ACTING GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES

In providing this advice to Council as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

PURPOSE

The purpose of this report is for Council to consider advice from the last meeting of the Audit and Risk Advisory Committee held on 26 November 2018.

BACKGROUND

At the quarterly meeting of the Audit and Risk Advisory Committee held on 26 November 2018, the Committee passed a number of resolutions for consideration by the Council.

ISSUE/DISCUSSION

On 26 November 2018, the Committee held their quarterly meeting and passed the following resolutions for Council consideration:

That the Audit and Risk Advisory Committee:

7.1.1. *Notes the briefing on the progress of the Independent Audit Report into the Rex Project presented by Crowe Horwath*

7.2.1. *Notes the update provided on the organisational realignment by the CEO*

8.6.1. *That the Audit and Risk Advisory Committee notes the risk update.*

9.1.1. *Notes the update on the Rex Project*

9.1.2. *Requests that a progress report be provided on financial and risk management in addition to the notification of any significant issues as they arise*

9.2.1. *That the Audit and Risk Advisory Committee notes the update on the Trentham Hub Project*

10.1.1. *Receives and notes the Financial Report for the three months from 1 July 2018 to 30 September 2018.*

10.2.1. *That the Audit and Risk Advisory Committee notes the update on Council's Performance Reporting System for 2018/19.*

10.3.1. *That the Audit and Risk Advisory Committee notes the reports that have been provided to Council in September, October and November 2018*

10.4.1. *That the Audit and Risk Advisory Committee notes the process for the 2018-19 Mid-Year Budget review.*

That the Audit and Risk Advisory Committee notes:

10.5.1. *Councillor allowances for 2018/19*

10.5.2. *Councillor allowances and expenses for the period 1 July 2018 to 30 September 2018*

10.5.3. *Requests further detail to be included in the report*

11.1.1. *That the Audit and Risk Advisory Committee notes the External Audit Register of Outstanding Items and recommends that officers continue to implement the recommendations contained in the register.*

11.2.1. *Notes the update on the Status of External Audits.*

11.2.2. *Notes the update on the Integrity Framework Survey*

11.2.3. *Notes management's action plan, including responsibilities and timeframes, in response to the Central Goldfields Shire Council investigation report.*

12.1.1. *That the Audit and Risk Advisory Committee notes the Review of Budget Management and Delivery Internal Audit Project*

12.2.1. *Receives the internal audit register of outstanding items.*

12.2.2. *Recommends that officers continue to focus on the implementation of recommendations of high risk to cyber security and provide an update through a report to committee members out of session on the progress and revised completion dates*

12.2.3. *Recommends that officers continue to implement the open recommendations contained in the register*

12.3.1. *Notes the Internal Audit Plan update for the remaining 2018/19 financial year and requests the scope for the Risk Management Project commence in December 2018*

12.3.2. *Notes the draft Internal Audit Plan for 2018-21*

12.3.3. *Notes that the IT Governance review will commence in May and Risk Management in February 2019*

13.1.1. *That the Audit and Risk Advisory Committee requests that the report be validated and resubmitted out of session*

14.1.1. *Notes that the summary of feedback be collated and circulated with committee members out of session when all forms are received*

14.1.2. *Recommends that Council officers discuss the review with the Internal Auditor.*

15.1.1. *That the Audit and Risk Advisory Committee notes the verbal update on the Daylesford Macedon Tourism Board provided by the CEO*

COUNCIL PLAN/LEGISLATIVE COMPLIANCE

The contribution of the Audit and Risk Advisory Committee is a key component of the Council's governance framework in accordance with Part 7 of the *Local Government Act, 1989* (Financial Management).

FINANCIAL IMPLICATIONS

None noted.

RISK IMPLICATIONS

The Audit and Risk Advisory Committee assists council with oversight in the areas of risk, governance and compliance.

ENVIRONMENTAL/SOCIAL/ECONOMIC IMPLICATIONS

None noted.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are four independent external community members on the committee. The draft public minutes of the last committee meeting are provided to promote transparency and confidence in the management of Council operations. The full confidential minutes of the meeting are provided to Councillors out of session.

CONCLUSION

The Audit and Risk Advisory Committee has made a number of recommendations for the consideration of Council.

OFFICER RECOMMENDATION

That Council:

14.2.1. *Receives the draft minutes of the Audit and Risk Advisory Committee Meeting on 26 November 2018.*

14.2.2. *Notes the recommendations and resolutions of the Audit and Risk Advisory Committee that were moved at the meeting on 26 November 2018.*

14.2.3. *Acknowledges its appreciation of the time, expertise and diligence of the Committee members in the execution of their duties*

MOTION

That Council:

- 14.2.1. Receives the draft minutes of the Audit and Risk Advisory Committee Meeting on 26 November 2018.*
- 14.2.2. Notes the recommendations and resolutions of the Audit and Risk Advisory Committee that were moved at the meeting on 26 November 2018.*
- 14.2.3. Acknowledges its appreciation of the time, expertise and diligence of the Committee members in the execution of their duties*

Moved: Cr John Cottrell

Seconded: Cr Neil Newitt

Carried

ATTACHMENT 9 - FORWARD BY COMMITTEE CHAIR

For Hepburn Shire Council noting from the Chair of the Audit & Risk Committee

PURPOSE

The purpose of this paper is to provide a Summary of the Audit & Risk Advisory Committee meeting held on 26 November 2018 at 1.00pm.

SUMMARY

At the 26 November 2018 Audit & Risk Advisor Committee meeting, the major items for receiving, noting and discussion included:

- **Financial Report and Statement of Capital Works at September 2018**

The Committee received and reviewed the quarterly Financial Report and Statement of Capital Works for the July 2018 to September 2018 period. The Committee also noted the 2018-19 mid year Budget process.

- **Internal Audit:**

The Committee received the Internal Audit report by HLB Mann Judd on Budget Management and Delivery and noted strong financial controls. The Committee's assessment of HLB Mann Judd internal audit performance is being performed out of session.

The Committee also reviewed the outstanding internal audit action areas and noted that a concerted effort will be required by management to address: asset management, risk management and cybersecurity security high rated issues. The Committee also noted management consideration of contractors to assist in the interim that are currently given the significant management and officer vacancies.

The Committee noted that the Internal audit tender evaluation process was still in progress and that during December 2018 the final preferred tenderer and evaluation report will be circulated out of session for Committee consideration for Council recommendation.

- **The Rex Project audit progress:**

The Committee received a briefing on the progress of the Independent Audit Report into the Rex Project presented by the independent appointed auditor, Crowe Horwath.

- **External Audit:**

There was no representation or reports from VAGO for this meeting.

- **Council Management Reports:**

The Committee received a report by Council management on the following items: current CEO's organizational re-alignment process. In addition, we noted the following reports provided to Council: Council Projects summary, Compliance Obligations, OHS incidents, significant legal actions, risk management, the Daylesford Town Hall and Pool Upgrades, Hepburn & Trentham Hub progress reports.

- **Management presentations to the Committee:**

The following presentations were received by Management:

- OHS incidents (the nature and management thereof); &

- Rex Project costs (based on the 7 November 2018 Council briefing by management) and requested a progress report be provided on financial and risk management in addition to the notification of any significant issues as they arise.

ATTACHMENT 10 - DRAFT PUBLIC MINUTES – AUDIT AND RISK ADVISORY
COMMITTEE MINUTES – 26-11-2018



HEPBURN SHIRE COUNCIL
AUDIT AND RISK ADVISORY COMMITTEE
DRAFT MINUTES

MONDAY 26 NOVEMBER 2018

TOWN HALL

76 VINCENT STREET

DAYLESFORD

1:00PM

This Document is printed on 100% Australian recycled paper

MINUTES

MONDAY 26 NOVEMBER 2018

Town Hall

76 Vincent Street, Daylesford

Commencing 1:00PM

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EVAN KING
CHIEF EXECUTIVE OFFICER
26 NOVEMBER 2018

1. IN CAMERA DISCUSSION TO SET MEETING PRIORITIES

2. OPENING OF MEETING

The meeting opened at 1.20 pm

PRESENT: Ms Carol Pagnon, Mr Robert Taylor, Ms Rachelle Tippett, Mr Trevor Shard, Cr John Cottrell

IN ATTENDANCE:

Hepburn Shire Council

- Mr Evan King – Chief Executive Officer
- Mr Bruce Lucas – General Manager Infrastructure
- Mr Steve Millard – Acting General Manager Community and Corporate Services
- Ms Katherine Toom – Coordinator Governance and Information
- Ms Vivienne Green – Manager People and Performance (arrived 3.48 pm)

External

- Mr Martin Thompson – Crowe Horwath
 - Mr Mark Peters – HLB Mann Judd (arrived 2.35)
-

3. APOLOGIES

Cr Don Henderson

Mr Remy Szpak - VAGO

4. DECLARATIONS OF CONFLICTS OF INTEREST

Ms Carol Pagnon – Holds a position on the Audit Committee of the Ombudsman

5. CONFIRMATION OF MINUTES

MOTION

5.1.1. *That the Minutes (both full and abbreviated versions) of the previous meeting of the Audit and Risk Advisory Committee held on 10 September 2018 (as previously circulated to Committee members) be confirmed.*

Moved: Cr John Cottrell

Seconded: Mr Trevor Shard

Carried

6. MATTERS ARISING FROM PREVIOUS MEETING

MOTION

- 6.1.1. *That the Audit and Risk Advisory Committee notes the update on matters arising from previous meetings.*
- 6.1.2. *Recommends that the rotational agenda be reviewed in more detail at the next committee meeting*

Moved: Mr Trevor Shard

Seconded: Cr John Cottrell

Carried

7. ITEMS OF URGENT BUSINESS

7.1. REVIEW OF THE REX AUDIT CHIEF EXECUTIVE OFFICER

In providing this advice to the Audit and Risk Advisory Committee as the Chief Executive Officer, I Evan King have no interests to disclose in this report.

BACKGROUND

At the 12 June 2018 meeting of the Audit and Risk Advisory Committee, the Committee recommended to Council that an external auditor be engaged to review the Rex Construction in two stages, from inception until the end of May 2018 and then progressive until completion, to cover the project's financial, risk management, compliance and outcome progress.

MOTION

That the Audit and Risk Advisory Committee:

7.1.1. *Notes the briefing on the progress of the Independent Audit Report into the Rex Project presented by Crowe Horwath*

Moved: Cr John Cottrell

Seconded: Ms Rachelle Tippett

Carried

Mr Martin Thompson left the meeting at 2.25 pm

**7.2. UPDATE ON ORGANISATIONAL REALIGNMENT
CHIEF EXECUTIVE OFFICER**

In providing this advice to the Audit and Risk Advisory Committee as the Chief Executive Officer, I Evan King have no interests to disclose in this report.

BACKGROUND

The purpose of this discussion is to provide members of the Audit and Risk Advisory Committee with an update on the organisational realignment discussions and progress to date.

MOTION

That the Audit and Risk Advisory Committee:

7.2.1. Notes the update provided on the organisational realignment by the CEO

Moved: Mr Robert Taylor

Seconded: Ms Rachelle Tippett

Carried

8. RISK PROFILE

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Acting General Manager Community and Corporate Services and the Coordinator Governance and Information, we, Steve Millard and Katherine Toom have no interests to disclose in this report.

BACKGROUND

In order for the Audit and Risk Advisory Committee to be informed about areas of focus or concern, this report provides a summary of fraud and protected disclosure events, incidents and urgent risks.

- 8.1. FRAUD AND PROTECTED DISCLOSURE STATEMENT
- 8.2. RISK EVENT SUMMARY FOR SEPTEMBER QUARTER
- 8.3. HAZARD & INCIDENTS REPORT
- 8.4. FORMAL COMPLAINTS RECEIVED
- 8.5. SIGNIFICANT LEGAL ACTIONS
- 8.6. REVIEW COUNCIL RISK PROFILE

MOTION

8.6.1. *That the Audit and Risk Advisory Committee notes the risk update.*

Moved: Mr Trevor Shard

Seconded: Mr Robert Taylor

Carried

Ms Rachelle Tippett left the meeting at 4.07 pm

Ms Vivienne Green left the meeting at 4.17 pm

9. MAJOR PROJECT UPDATE

9.1. UPDATE ON THE REX PROJECT
GENERAL MANAGER INFRASTRUCTURE

In providing this advice to Council as the General Manager Infrastructure, I Bruce Lucas have no interests to disclose in this report.

BACKGROUND

In June 2018 Council and the Audit and Risk Advisory Committee were informed of concerns with the Rex Project timelines, cost implications and Planning permit requirements.

This resulted in a decision to suspend works.

A project briefing was provided to the August Councillor Briefing Session whist significant additional work and investigation was still being undertaken. This work has continued to identify cost implications for the project.

MOTION

That the Audit and Risk Advisory Committee:

9.1.1. Notes the update on the Rex Project

9.1.2. Requests that a progress report be provided on financial and risk management in addition to the notification of any significant issues as they arise

Moved: Mr Trevor Shard

Seconded: Mr Robert Taylor

Carried

9.2. TRENTHAM HUB

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Acting General Manager Community and Corporate Services, I Steve Millard have no interests to disclose in this report.

MOTION

9.2.1. *That the Audit and Risk Advisory Committee notes the update on the Trentham Hub Project*

Moved: Cr John Cottrell

Seconded: Mr Robert Taylor

Carried

10. FINANCIAL AND MANAGEMENT REPORTING

10.1. FINANCIAL REPORT AS AT 30 SEPTEMBER 2018

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Acting General Manager Community and Corporate Services, I Steve Millard have no interests to disclose in this report.

BACKGROUND

This report provides information on Council's operating performance for the period 1 July 2018 to 30 September 2018 and compares the Income Statement to the budget adopted by Council in June 2018, and the Balance Sheet and Statement of Cash Flows to the corresponding period last year.

MOTION

That the Audit and Risk Advisory Committee:

- 10.1.1. *Receives and notes the Financial Report for the three months from 1 July 2018 to 30 September 2018.*

Moved: Mr Robert Taylor

Seconded: Mr Trevor Shard

Carried

10.2. PERFORMANCE REPORTING SYSTEM

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Acting General Manager Community and Corporate Services, I Steve Millard have no interests to disclose in this report.

BACKGROUND

The purpose of this report is to provide an update on Council's Performance Reporting System including a status report on progress against the projects in the 2017/18 budget and the 2017-2021 Council Plan.

The 2017-2021 Council Plan includes 16 Key Strategic Activities and a number of associated actions to implement. In addition, the 2018/19 budget contains additional projects to delivery key priorities.

MOTION

10.2.1. *That the Audit and Risk Advisory Committee notes the update on Council's Performance Reporting System for 2018/19.*

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

10.3. SUMMARY OF REPORTS PROVIDED TO COUNCIL IN SEPTEMBER QUARTER
ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

MOTION

10.3.1. *That the Audit and Risk Advisory Committee notes the reports that have been provided to Council in September, October and November 2018*

Moved: Mr Robert Taylor

Seconded: Mr Trevor Shard

Carried

10.4. MID-YEAR BUDGET REVIEW

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

BACKGROUND

The purpose of this report is to provide an overview of the Mid-Year Budget review process.

Council adopted the 2018-19 Budget at the Ordinary Council Meeting held 19 June 2018. Each year the adopted budget is reviewed at mid-year to take into account changes to income and expense forecasts that have arisen since the budget was adopted. These changes may be because of additional grants, formal advice of budgeted grant allocations, incomplete projects or activities from the previous year which require a carry forward of prior year funding allocations, or new or changed priorities that Council has been required to address.

MOTION

10.4.1. *That the Audit and Risk Advisory Committee notes the process for the 2018-19 Mid-Year Budget review.*

Moved: Mr Robert Taylor

Seconded: Mr Trevor Shard

Carried

**10.5. COUNCILLOR ALLOWANCES AND EXPENSES
ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to the Audit and Risk Advisory Committee as the Manager Finance and Information Technology, I Trafford Thompson have no interests to disclose in this report.

BACKGROUND

The purpose of this report is to provide the Audit and Risk Advisory Committee with an update on Councillor allowances and expenses.

The Mayor and Councillors receive annual allowances as per Sections 74A and 74B of the *Local Government Act, 1989*. The limits and ranges of the allowances are based on the size and population of the municipality and the Minister for Local Government reviews these rates annually.

MOTION

That the Audit and Risk Advisory Committee notes:

10.5.1. Councillor allowances for 2018/19

10.5.2. Councillor allowances and expenses for the period 1 July 2018 to 30 September 2018

10.5.3. Requests further detail to be included in future reports

Moved: Mr Trevor Shard

Seconded: Mr Robert Taylor

Carried

11. EXTERNAL AUDIT

11.1. REVIEW EXTERNAL AUDIT REGISTER ITEMS

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

BACKGROUND

To support all External Audit recommendations being followed up and completed by management in a timely manner, an External Audit Register is maintained.

The register is updated for each Audit and Risk Advisory Committee meeting, and any items reported as complete in a previous meeting are removed from the register, and any recommendations from newly reported internal audits are added.

As previously agreed with the Audit and Risk Advisory Committee, only recommendations with a rating of medium or higher are reported to the committee.

MOTION

11.1.1. That the Audit and Risk Advisory Committee notes the External Audit Register of Outstanding Items and recommends that officers continue to implement the recommendations contained in the register.

Moved: Mr Robert Taylor

Seconded: Cr John Cottrell

Carried

**11.2. UPDATE ON STATUS OF THIRD PARTY AUDITS FOR PREVIOUS QUARTER
ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES**

In providing this advice to the Audit and Risk Advisory Committee as the Acting General Manager Community and Corporate Services, I Steve Millard have no interests to disclose in this report.

BACKGROUND

Council is subject to a number of regular and ad hoc audits undertaken by external parties. In order to maintain oversight over audits, a summary calendar of audits is reported each meeting to the Audit and Risk Advisory Committee.

MOTION

That the Audit and Risk Advisory Committee:

11.2.1. Notes the update on the Status of External Audits

11.2.2. Notes the update on the Integrity Framework Survey

11.2.3. Notes management's action plan, including responsibilities and timeframes, in response to the Central Goldfields Shire Council investigation report.

Moved: Mr Robert Taylor

Seconded: Mr Trevor Shard

Carried

12. INTERNAL AUDIT

12.1. INTERNAL AUDIT REPORTS ISSUED IN SEPTEMBER QUARTER ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

BACKGROUND

The purpose of this report is to present the internal audit report received since the last meeting to the Audit and Risk Advisory Committee for review.

The following report has been received during the quarter:

- Review of Budget Management and Delivery

MOTION

12.1.1. *That the Audit and Risk Advisory Committee notes the Review of Budget Management and Delivery Internal Audit Project*

Moved: Mr Trevor Shard

Seconded: Mr Robert Taylor

Carried

12.2. REVIEW INTERNAL AUDIT REGISTER ITEMS

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

BACKGROUND

To support all Internal Audit recommendations being followed up and completed by management in a timely manner, an Internal Audit Register is maintained.

The register is updated for each Audit and Risk Advisory Committee meeting, and any items reported as complete in a previous meeting are removed from the register, and any recommendations from newly reported internal audits are added.

As previously agreed with the Audit and Risk Advisory Committee, only recommendations with a rating of medium or high are reported to the committee.

MOTION

That the Audit and Risk Advisory Committee:

12.2.1. Receives the internal audit register of outstanding items

12.2.2. Recommends that officers continue to focus on the implementation of recommendations of high risk to cyber security and provide an update through a report to committee members out of session on the progress and revised completion dates

12.2.3. Recommends that officers continue to implement the open recommendations contained in the register

Moved: Ms Rachelle Tippett

Seconded: Mr Robert Taylor

Carried

12.3. INTERNAL AUDIT PLAN - REVIEW OF NEXT SIX MONTHS

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

BACKGROUND

The purpose of this report is to provide a summary of internal audit services for the next six months to the Audit and Risk Advisory Committee for its review.

MOTION

That the Audit and Risk Advisory Committee:

- 12.3.1. Notes the Internal Audit Plan update for the remaining 2018/19 financial year and requests the scope for the Risk Management Project commence in December 2018*
- 12.3.2. Notes the draft Internal Audit Plan for 2018-21*
- 12.3.3. Notes that the IT Governance review will commence in May and Risk Management in February 2019*

Moved: Mr Trevor Shard

Seconded: Cr John Cottrell

Carried

Mr Mark Peters left the meeting at 3.06 pm

Item 12.4 was deferred. The panel evaluation of submissions made through the RFQ process will be circulated with committee members out of session and the panel recommendation will be taken to the December 2018 Ordinary Meeting of Council for a decision.

12.4. APPOINTMENT OF INTERNAL AUDITOR 2018-2021

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Coordinator Governance and Information, I Katherine Toom have no interests to disclose in this report.

BACKGROUND

The purpose of this report is to provide the Audit and Risk Advisory Committee with an update on the appointment of an Internal Auditor for the period 2018-21.

The contract with current Internal Auditor, HLB Mann Judd expires on 30 November 2018 and in accordance with Council's Procurement Policy, a Request for Quotation was made publicly available through Tenders.Net and the Council Website.

12.5. MEETING IN-CAMERA WITH INTERNAL AUDITORS

No in-camera meeting occurred.

Mr Mark Peters left the meeting at 3.06 pm

13. COMPLIANCE AND CONTROLS

13.1. REVIEW OF COMPLIANCE OBLIGATIONS

ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

Prepared by Katherine Toom, Coordinator Governance and Information

BACKGROUND

Council uses the online Advent Manager compliance software to manage and monitor compliance obligations. Each quarter, this report includes a summary of items which are:

- "Non Compliant" - obligations which Council is not meeting.
- "Partially Compliant" - obligations for which Council is meeting part, but not all of the requirements.
- "Compliant" - obligations which Council met previously but are now overdue.

Items recorded as compliant and current (i.e. not overdue) are not reported.

MOTION

13.1.1. *That the Audit and Risk Advisory Committee requests that the report be validated and resubmitted out of session*

Moved: Mr Robert Taylor

Seconded: Mr Trevor Shard

Carried

14. AUDIT COMMITTEE COMPLIANCE

14.1. ANNUAL EVALUATION OF INTERNAL AUDITOR'S PERFORMANCE ACTING GENERAL MANAGER COMMUNITY AND CORPORATE SERVICES

In providing this advice to the Audit and Risk Advisory Committee as the Acting General Manager Community and Corporate Services, I Steve Millard, have no interests to disclose in this report.

BACKGROUND

The purpose of this report is for the Audit and Risk Advisory Committee to evaluate the Internal Auditor's performance to date.

HLB Mann Judd (Vic) Pty Ltd (HLB Mann Judd) was appointed as Council's Internal Auditor for 2015-2018 on 23 November 2015 following a request for quotation process.

In accordance with Council's Internal Audit Charter, the purpose of the internal audit function is to conduct audit projects to provide an independent and objective assessment and advisory service that:

- Provides advice regarding Council's exposure to risk;
- Assesses the controls in place and how systems are utilised to manage compliance with a selection of key risks relating to legislative requirements, and Council policies and programs;
- Tests existing and new procedures to check their effectiveness in meeting objectives and managing risks;
- Makes recommendations to the Audit and Risk Advisory Committee for changes to procedures/policies to more effectively and efficiently achieve internal control in relation to the risks assessed; and
- Provides periodic monitoring of processes and procedures implemented in response to findings and recommendations.

The last review of the internal auditor's performance was completed in November 2017, which was reported to the Audit and Risk Advisory Committee and discussed with the internal auditor HLB Mann Judd.

MOTION

That the Audit and Risk Advisory Committee:

- 14.1.1. Notes that the summary of feedback be collated and circulated with committee members out of session when all forms are received*
- 14.1.2. Recommends that Council officers discuss the review with the Internal Auditor*

Moved: Cr John Cottrell

Seconded: Mr Robert Taylor

Carried

15. GENERAL BUSINESS

MOTION

15.1.1. *That the Audit and Risk Advisory Committee notes the verbal update on the Daylesford Macedon Tourism Board provided by the CEO*

Moved: Mr Trevor Shard

Seconded: Mr Robert Taylor

Carried

16. NEXT MEETING

The next meeting of the Committee is scheduled to occur on 25 February 2019 at the Daylesford Town Hall at 1:00pm

17. CLOSE OF MEETING

The meeting closed at 5.37 pm

ATTACHMENT 11 - CONFIDENTIAL – RECOMMENDATIONS FROM AUDIT
AND RISK ADVISORY COMMITTEE TO COUNCIL (ISSUED TO
COUNCILLORS UNDER SEPARATE COVER)

15. CONFIDENTIAL ITEMS

15.1. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public in order to consider:

- (d) Contractual matters; and
- (h) Any other matter which the Council or special committee considers would prejudice the Council or any person.

RECOMMENDATION

15.1.1. That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:

- 89(2)(d) Contractual matters;
 - HEPBU.RFQ2018.138 contract for the provision of Internal Audit Services 2018-2021
 - Creswick District News Incorporated – Proposed renewal of licence to occupy parts of the Creswick Visitor Information Centre
 - Jubilee Lake Reserve – Proposed renewal of caretaker agreement
 - Jubilee Lake Reserve – Proposed renewal of outside camping and boat hire licence agreements
 - Variation to Existing Contract – HEPBU.2018.20 Asphalt Pump Track
- 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;
 - *Z-NET Community Transition Plan*

MOTION

15.1.1. *That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, specifically the following sub-section:*

- *89(2)(d) Contractual matters;*
 - *HEPBU.RFQ2018.138 contract for the provision of Internal Audit Services 2018-2021*
 - *Creswick District News Incorporated – Proposed renewal of licence to occupy parts of the Creswick Visitor Information Centre*
 - *Jubilee Lake Reserve – Proposed renewal of caretaker agreement*
 - *Jubilee Lake Reserve – Proposed renewal of outside camping and boat hire licence agreements*
 - *Variation to Existing Contract – HEPBU.2018.20 Asphalt Pump Track*
- *89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person;*
 - *Z-NET Community Transition Plan*

Moved: Cr Sebastian Klein

Seconded: Cr Fiona Robson

Carried

The meeting was closed to the public at 9:17pm

16. REOPENING OF MEETING TO PUBLIC

RECOMMENDATION

16.1.1. That Council, having considered the confidential items, re-opens the Meeting to members of the public.

MOTION

16.1.1. That Council, having considered the confidential items, re-opens the Meeting to members of the public.

Moved: Cr Fiona Robson

Seconded: Cr John Cottrell

Carried

The meeting was reopened to the public at 9.35 pm.

In accordance with Council's resolutions, the following information is provided to the public on matters considered during the confidential section of the meeting.

That Council:

15.2.1. Awards the contract for Internal Audit Services 2018-21 (HEPBU.RFQ2018.138) to HLB Mann Judd.

15.3.1. Grants a three-year licence to Creswick and District News Incorporated to occupy part of the Creswick Visitor Information Centre in accordance with the attached Licence Agreement; and

15.3.2 Authorises the Chief Executive Office to execute the Licence Agreement for and on behalf of Council.

15.4.1. Enters into a Caretaker Agreement with Jubilee Lake Co-Operative Ltd for caretaking services at Jubilee Lake Recreation Reserve in accordance with the attached Agreement; and

15.4.2. Authorises the Chief Executive Officer and the Mayor to execute the Caretaker Agreement for and on behalf of Council.

15.5.1. *Enters into an Outside Camping Licence Agreement with Jubilee Lake Co-Operative Ltd at Jubilee Lake Recreation Reserve in accordance with the attached Outside Camping Licence Agreement; and*

15.5.2. *Authorises the Chief Executive Officer and the Mayor to execute the Outside Camping Licence Agreement for and on behalf of Council.*

15.5.3. *Enters into a Boat Hire Licence Agreement with Jubilee Lake Co-Operative Ltd at Jubilee Lake Recreation Reserve in accordance with the attached Boat Hire Licence Agreement; and*

15.5.4. *Authorises the Chief Executive Officer and the Mayor to execute the Boat Hire Licence Agreement for and on behalf of Council.*

15.7.1. *That Council Resolves to formally endorse the Z-NET Community Transition Plan as the emissions reduction plan for the whole of Hepburn Shire, thereby addressing Key Strategic Action 8.2 from the Council Plan (2017-2021).*

17. CLOSE OF MEETING

The meeting closed at 9.36 pm.
